

Supplement/Special Issue Set-up Information Sheet – for first quote and reference

*Proposals for special issues will be assessed by the editorial board of the journal once per year.
The deadline for submitting a proposal is October 1st.*

*Please provide a thematic outline for the special issue of 500-1000 words in addition to the information sheet.
The outline should include a description of the theme, the recruitment process of contributors and the relevance of the special issue for Nordic Social Work Research.*

Submitting to Journal:	Nordic Social Work Research
Name of Supplement (tentative):	
Suggested publication month:	
Expected delivery of accepted manuscripts:	
Submission deadline (<i>count on including time for peer-review, see note below</i>):	
Estimated number of submitted articles:	
Expected number of pages to be printed (<i>we fit approximately 600 words per printed journal page, exclusive of figures and tables</i>):	
Type of manuscripts to be published (<i>Abstracts, Original Articles, Review Articles, and Reports etc.</i>):	
Should the quote include colour print (Y/N):	
Name of Supplement Guest Editor:	
Contact Details of Supplement Guest Editor:	
Custom text to be placed on journal cover:	
Extra print run to be ordered (<i>in addition to normal print run of the journal</i>):	
Delivery of extra print run preferred method (<i>bulk delivery or list of addresses? Courier or mail?</i>):	
Is the special issue intended to be additional to the journal's ordinary issues (costs must be covered by the proposer)? Y/N	
If the special issue is intended to be additional to the journal's ordinary issues - could you please describe how the costs will be covered?	

A few things to note before you start planning your supplement:

- Journal production process includes copy-editing, typesetting, proofing, online publication, print publication and the general administration related to the publication. This part is handled by the Publisher's staff.
- Each author is together with the Supplement Guest Editor and the Editor-in-Chief of the journal responsible for submitting/approving a final edited text that includes correct data, including language editing. The publisher does not cover language editing fees.
- **Production time is 12-16 weeks**, depending on the delivery time for accepted material; timing relating to the regular journal publication schedule and how much editing the files will need before they are approved for printing.
- **All authors and editors must follow the regular journal instructions posted on the journal website** when it comes to file format, journal scope and other requirements. See links overleaf.
- **All authors must submit their material online.** The entire peer-review procedures should be handled through the journals own ScholarOneManuscripts™ site. Editorial Office support is provided. A normal time frame for peer-review is 6-8 weeks, excluding the time it takes for author revisions.

- The review process for special issues follows the journal's general guidelines for reviewing and is organized by the Editor-in-Chief.
- Special issues should preferably be based on open invitations to authors to submit articles for the specific topic
- The Editor-in-Chief must approve of all manuscripts accepted for publication.
- **Copyright of the final supplement will belong to the journal.** All authors are recommended to read through the guidance provided by the publisher in this matter.
- **Final production costs** are calculated based on the information submitted in the table above. The more details we get the more accurate we will be with our price quote. All quoted costs will include supplement copies to the regular subscribers to the journal as well as any additional print run ordered.
- **Distribution costs** are normally added in addition to the regular production costs, depending on total weight of packages and delivery method.
- **Please be clear about the intentions for your supplement** or special issue. Each publication is unique, and we will give you a price suggestion that correlates with the requirements you have. Tell us in your letter what the special publication should be used for, and where you plan to distribute it further and we will help you find the best publishing solution for your project.

For further details, see next page.

Resources:

- Journal website: <http://www.tandfonline.com/rnsw>
- Journal instructions for authors: Click on 'Authors and Submissions' and then 'Instructions for Authors' in the left hand menu at the journal website
- Online Submission site: <http://mc.manuscriptcentral.com/rnsw>
- Author Services website: <http://journalauthors.tandf.co.uk/> (general guidelines about publishing, including copyright and permissions)

Contact details:

- *For quotes, more details and other related publishing queries:* ElisaBeth Alexis, Managing Editor, Taylor & Francis, Stockholm, Sweden – e-mail: elisabeth.alexis@tandf.se
- *For content-related queries or suitability of topics, you may also contact the Editors:* Maria Appel Nissen, e-mail. maan@socsci.aau.dk or Maria Eriksson, e-mail. maria.eriksson@mdh.se