REQUIREMENTS FOR SPECIAL ISSUES OF THE JOURNAL

Proposals for Special Issues

Those wishing to guest edit a special issue of *Violence Against Women* must submit a proposal to the editor, Claire Renzetti (Claire.Renzetti@notes.udayton.edu). The proposal must include:

1. **Method for soliciting manuscripts** – Guest editors may solicit manuscripts for a special issue by publishing a general call for manuscripts that will be printed in at least one regular issue of *Violence Against Women*. This call may also be published by the guest editors elsewhere, such as in professional newsletters and websites approved by the editor. The call should include the title of the special issue, the topics about which manuscripts are solicited, manuscript requirements (i.e., page limits, citation/referencing format, spacing), the submission deadline, and the contact information of the individual(s) to whom manuscripts should be sent. A copy of the call for manuscripts must be included with the proposal and is subject to revision at the discretion of the editor, associate editors, and/or members of the editorial board.

In addition to general calls for manuscripts, special issues may also be compiled as a result of a conference, workshop, or other forum, a full description of which must be included with the proposal. Any other method by which manuscripts for the special issue were or will be compiled must be specified in the proposal to the editor and supporting documentation included.

2. **Method for reviewing manuscripts** – *Violence Against Women* is a peer-reviewed journal. All manuscripts submitted, whether for a regular issue or a special issue, are subject to peer review, typically by two independent peer reviewers. In the proposal for a special issue, the guest editor(s) must specify how manuscripts they receive will be peer reviewed. The guest editors themselves may serve as the peer reviewers, or they may seek input from others. In the case of external peer reviewers, reviewers should receive no author-identifying information with the manuscripts(s) they are sent to review. Reviewers are to be provided with the standard journal review forms; these will be sent to the guest editors by the editor for distribution. All authors who submit a manuscript for a special issue are to receive reviewer feedback, whether or not their manuscript is accepted for publication. A list of all reviewers as well as their contact information and a copy of their review(s) must also be sent to the editor as soon as they are available.

3. **Schedule** – A proposal for a special issue must include a reasonable estimate of the date on which the final and complete journal manuscript will be sent by the guest editor(s) to the editor. Guest editors must be mindful of the fact that once the manuscript is received by the editor, it must be reviewed to ensure, among other things, that all manuscripts have been prepared according to the style requirements of the journal, that the manuscript does not exceed the page limitation, and that all authors have submitted a signed copyright agreement. Once the editor approves the final manuscript, she will upload it to the Sage
Proposals for special issues will be reviewed by the editor as well as invited associate editors or members of the editorial board. Guest editors will be notified as to whether or not their proposal has been accepted within four weeks of the submission. Guest editors may be asked to revise and resubmit their proposals.

If a proposal is submitted and the guest editors proceed with the tasks of compiling the special issue, they must be aware that once the issue goes into production, they will be sent a full set of page proofs to check to ensure that the issue is published without errors (see Special Issue Requirements below). Lead/corresponding authors will be sent page proofs for their individual articles, but guest editors are responsible for reviewing the entire special issue. Agreeing to guest edit a special issue implies the guest editors’ consent to review the page proofs for the special issue and to return corrected pages to Sage by the deadline specified.

Special Issue Requirements

Once a proposal for a special issue has been accepted, guest editors are expected to submit to the editor a complete table of contents for the special issue, including the title of the special issue, the title of the articles included, and the authors’ contact information, as soon as it is available. Guest editors are also expected to keep the editor apprised in a timely fashion regarding progress toward completion of the special issue.

When a proposal for a special issue has been accepted, the editor will provide the guest editor(s) with the standard reviewer cover letter and forms, manuscript preparation instructions, and a copyright agreement. The guest editor(s) may make as many copies of these materials as they need to distribute to reviewers and authors. The manuscript preparation instructions and copyright agreement should only be given to authors once their manuscripts have been accepted for publication in the special issue.

The final and complete journal manuscript for a special issue must include:

1. the title of the special issue and the order of the guest editors’ names if there is more than one guest editor;

2. a guest editor’s introduction to the special issue (typically 3-5 double-spaced pages, including notes, references, etc.);
3. all articles to be included in the special issue, prepared according to the instructions provided. *The full journal manuscript may not exceed 130 double-spaced pages;*

4. copyright agreements signed by *all* contributors to *each* article.

**The editor reserves the right to reject a special issue manuscript if:** she, the associate editors, and/or members of the editorial board deem it inappropriate for the journal or not in accordance with the standards of the journal; it exceeds the page limit of 130 double-spaced pages; the manuscripts are not prepared in accordance with the instructions that were provided; copyright agreements signed by all authors are not submitted; the issue is submitted 6 months beyond the agreed upon deadline.

Approximately 8 weeks prior to the publication of the special issue, Sage will send via email as a PDF file attachment page proofs to be carefully reviewed. This is the guest editors’ and the authors’ opportunity to correct any factual or typographical errors before the issue appears in print. Lead/corresponding authors are responsible for checking the proofs for their individual articles; guest editors are responsible for checking the proofs for the entire issue. All corrected pages must be returned to Sage *by the deadline specified* in the email message that accompanies the proofs.

Please direct all inquiries regarding special issues to the journal editor, Claire Renzetti: Claire.Renzetti@notes.udayton.edu.