

Special Issue Guidelines

Third World Quarterly (*TWQ*) welcome special issues proposals on themes that fall within the scope of the journal. All proposals should be sent to editor@thirdworldquarterly.com

As *TWQ* is normally only able to publish two special issues per year, the editor will seek to identify thematic proposals of the highest quality for publication by the following competitive process. Past topics covered will be discouraged. Topics that have comparative area studies appeal are encouraged. There are two deadlines each year for submission of special issue proposals: end-April and end-October.

All Proposals should be at least three pages containing the following information: title; purpose; scope; a list of prospective contributors; time-table (submission and review deadlines); and guest editor(s) address, phone, fax, and email address. Once approved, the guest editor(s) will be fully responsible for the special issue and should follow *TWQ* formal review.

The following notes set out:

- What *TWQ* is looking for in a special issue proposal
- Guidelines on the presentation of a special issue
- The production process which a special issue undergoes once accepted

Proposal

Special issues should offer an authoritative review of current thinking and debates in a particular area of the Global South. These debates should be taken forward; the special issues should advance understanding of Third World Studies (research priorities, impact) in the area concerned and provide pointers to future trends and challenges. A list of potential contributors should accompany the proposal.

Preparation

The role of the Guest Editor(s):

- Sets out the importance of the theme that the special issue will focus on;
- Explains the anticipated contribution of the special issue in advancing understanding of Third World Studies;
- Identifies papers and authors for possible inclusion in the special issue, with a brief description of each paper. (These papers do not need to have been written at this time, although our assumption is that most will be based on work already in progress). Where a given author(s) has published extensively on a subject already, it is necessary to indicate the new contribution to be made by the proposed paper;
- Indicates the schedule in which the special issue could be produced (paper writing, reviewing, submission of final copy) assuming the proposal is accepted.

A special issue should be 75,000-80,000 words long, meaning a maximum of 10-12 papers if these are on average 7,000-8,000 words long (including abstract, appendices, tables etc). Proposals for special issues should include more possible papers than can be included in the

eventual issue. This is so that the refereeing process can select the best 10-12 papers for final inclusion in the issue. If more papers are accepted through the review process than can be accommodated in a special issue, they will be considered for possible publication in later regular issues of the journal.

Special issues include some form of short overview introduction that sets out the key research issues in the area concerned (with appropriate reference to existing literature) and summarises the contribution of the special issue to furthering understanding of them.

Production

Once the Editor has in principle accepted a proposal, it is the responsibility of the Guest Editor(s) to deliver the submissions to the journal within the agreed schedule and to organize a double-blind reviewing process for all papers submitted for inclusion so as to:

- Identify those papers to be finally included.
- Strengthen these papers, so as to ensure the highest possible standards.

All papers for special issues must meet the normal refereeing standards. The Guest Editor(s) will be requested to provide two names for qualified referees for each paper. The Editor will suggest additional reviewers to facilitate the evaluation process. All papers must conform to the style requirements of *TWQ* before submission.