

Journal of European Integration

Call for Proposals

Special Issues in Vol 32 (2010) and Vol. 33 (2011)

The Journal of European Integration invites the submission of proposals for special issues, focusing in particular on topical issues, new developments in the study of the European Union, the application of a particular approach to empirical research or the analysis of important but under-researched aspects of European integration.

The following notes are intended to clarify the procedure that the journal follows when reviewing and producing special issues. Please contact the Journal's Executive Editors (jei@eipa.eu) if you have further questions or would like to discuss ideas for a special issue.



1. Proposals should be sent **by 1 June 2009** to jei@eipa.eu and contain the following information:
 - title of the proposed issue
 - a brief statement about the rationale behind the special issue, incl reference to any approach that is common to the contributions of the special issue
 - the names and contact details of the proposed guest editors
 - a statement about the origins of the idea of the special issue (e.g. link to research project, workshop, etc.)
 - the titles and authors of the proposed contributions
 - the proposed length of the entire issue in words (see guidelines regarding length below)
 - the expected schedule of submitting the complete manuscript
2. The maximum length of a special issue is 75.000 words. This implies a number of 7-10 articles at about the standard length of 8000 words, though of course there may be variation in this respect if the special issue features shorter editorials, introductory and/or concluding articles.
3. The deadline for submitting proposals for a special issue is **1 June 2009**, and proposers will be informed of the editors' decision soon afterwards. If a proposal for a special issue in 2010 is accepted, the submission date of the material may be **1 October** and proposers need to confirm in their proposal that they are able to submit the complete manuscript of their proposed special issue by that date.
4. Once a proposal is accepted, a detailed production schedule is agreed with the Guest Editor(s). This deadline, once agreed, must be kept with regard to the submission of the final manuscript if the commitment to publish is to be honoured.
5. Guest Editor(s) may be invited to submit a book proposal to Routledge books based on the accepted special issue proposal. This requires completion of a dedicated proposal form and is subject to the evaluation and final decision by the commissioning editor at Routledge. If accepted, the manuscript of the book and the text of the special issue need to be identical, something that needs to be taken into account during the writing process of the contributions to the special issue.
6. The Executive Editors inform the Associate Editors of the forthcoming special issue. One of the Associate Editors agrees to act as the internal reviewer for the special issue.
7. The Executive Editors appoint a respected scholar with expertise in the subject area of the special issue to act as external reviewer for the submissions of the special issue. The external review of the special issue will be double-blind.

8. Once the complete manuscript of the special issue is submitted to the Journal, it is sent to the internal and external reviewer with a request to provide comments within 4 weeks of receipt. The Executive Editors will forward both sets of comments together with his own to the Guest Editor(s). These comments will usually indicate ways of improving the quality of the submitted material and requests for revisions, but may also include the rejection of one or several of the contributions if their prospect of achieving publishable quality within the time-frame is deemed unrealistic.
9. The Guest Editor(s) forward comments to the individual contributors of the articles in the special issue who will have four weeks to revise their contributions accordingly. It is the responsibility of the Guest Editor(s) to ensure that the revised contributions satisfy the comments from the reviewers, are in line with the Journal's style guide and reach the Journal by the agreed deadline. They also need to ensure that the text meets the appropriate standards of the English language and that the overall word limit has not been exceeded.
10. The Executive Editors, if necessary in consultation with the internal reviewer, assesses the revised and final manuscript in order to ensure that the changes have been satisfactory and, if so, send the manuscript to the publisher.
11. The publisher arranges for copy-editing and type-setting and contacts the Guest Editor(s) and the individual contributors directly with copy-editing queries (4-6 weeks after submission of the revised manuscript) and page-proofs (8-10 weeks after the submission of the final manuscript). It is the responsibility of the Guest Editors to ensure that these queries are answered promptly.
12. Once printed, the Guest Editor(s) receive a number of free copies of the special issue, and the contributors a number of offprints of their respective articles.