HERD Special Issues: Role of the Guest Editor
Kelly Matthews, Special Issues Editor, 2017-2020

Your key contacts will be:
- Kelly Matthews, our Special Issues Editor, k.matthews1@uq.edu.au (based in Australia) as of January 01, 2017, for substantive issues with manuscripts and the final version of the special issue.
- Diana Nicholson, our current Managing Editor, diana.herd@hotmail.co.nz (based in the UK), for all things to do with ScholarOne.

What are the responsibilities of a HERD Special Issues Guest Editor?

1. **Draft call for papers and promote special issue to attract submissions**
   a. Draft the Call for Papers (CFP) as per agreed timeline and send to Kelly.
   b. Once the CFP is finalized, you will be asked to disseminate the CFP information to researchers/colleagues/doctoral students who could be contributors, with an invitation to submit a manuscript. *(HERD’s Exec Editors will send the CFP to the Editorial Advisory Board, the Associate Editors, HERD twitter, journal website, and the College of Reviewers)*

2. **Oversee all submissions, editorial, and book reviews**
   a. As manuscripts are received in ScholarOne, they will be allocated to you. You may decide not to take any action until the deadline and you know how many submissions you will have.
   b. Oversee reviewing of manuscripts as Co-Editor, with assistance from Managing Editor and Special Issue Editor. This means:
      i. Screening all submissions to see if they are suitable to send out for review.
      ii. Select pool of SI reviewers. HERD has a College of Reviewers – Managing Editor can provide you with a list of the members and their keywords, and you can suggest temporary SI members to be added as well. *(We also like to use members of our Editorial Advisory Board for reviewing for articles for special issues whenever possible.)* Then Managing Editor will assign manuscripts to an Associate Editor, who will choose reviewers and give you a recommendation based on their judgments.
      iii. Making the decision about the manuscript once the reviewers’ reports and recommendations are in. The final decision on any manuscript is yours, but you can always consult with Special Issues Editor if you have some tricky ones.
   c. You should suggest a book or two to be reviewed and potential reviewers, and Deanne (our Book Reviews Editor, d.gannaway@uq.edu.au) will liaise with the publisher and the proposed reviewers.
   d. Once the final selection of articles has been made, you decide the order of the articles in the issue, then write the editorial and send it to Kelly for editing.

3. **Promote special issue**
   a. Lastly, we would be very glad if you would write short promotional pieces to promote the special issue via HERD list serve, twitter and other media as appropriate. Consider drafting piece for The Conversation, *Times Higher Education* or similar to promote relevance of special issue topic.