

Guest Editing a Themed Issue of *Contemporary Social Science*

The policy of *Contemporary Social Science*, the Journal of the Academy of Social Sciences, is to encourage themed issues on topics of broad interest across the social sciences, proposed and managed by Guest Editors under the guidance of the journal's Editors. Before you decide that you would like to be a Guest Editor, please read the following guidelines.

Overview

Intent: The journal is interdisciplinary and international in scope and content. The journal focuses on publishing special themed issues that add considerable value to understanding society. The editors of the journal, alongside the editorial board, will consider each proposal on its own merit but they will be looking to see how the guest editors present a case as to the contribution that their proposal makes to their own disciplines and other disciplines across the social sciences. Note that it is the responsibility of the Guest Editor to organise the peer review process for all contributions apart from their own paper using the online ScholarOne system.

Content:

Given the international scope of the journal it is expected that guest editors source contributors to their issue who are leading social scientists within their field whilst also supporting the inclusion of those at an early career stage.

The issue will always begin with an overview of the field contributed by the guest editor(s), generally leading experts in the topic in question. *This is an extended and distinct review paper* (minimum word count 4,000) not an editorial summarising the other papers, although they may be cited in the usual manner where relevant to highlight their contribution to the existing body of knowledge. The purpose is as an entry point for the domain of the themed issue, to enable readers to appreciate the relevance of the other papers as well as the 'state of the art' of the chosen issue under exploration. This paper may be downloaded independently of any other papers in the themed issue and so needs to stand alone. It will be peer reviewed, organised by the journals Editors. Often it is made freely available for a limited period.

An issue will typically contain between 7 and 10 other articles drawn from different social sciences, exploring specific aspects of the topic of concern. Each paper will be written as a free-standing article dealing with a substantive issue. Papers will in general be empirically based, and can be quantitative, qualitative or mixed methods. Articles should be between 5,000 and 8,000 words (including references) following the journal format (as in notes for contributors on the website).

Each paper should have an abstract of no more than 250 words summarising the background, methods, the main results/findings and the novel contribution that the research makes to knowledge. Authors should note in the conclusions of their articles the

avenues opened up by their work for future research and, where possible, implications for policy and practice.

Process of Guest Editing

1. Select the title

To facilitate internet searches the title of the themed issue and any papers within it must follow the following rules:

- Short, no more than ten words, avoiding punctuation, and sub-titles if at all possible.
- Using non-technical vocabulary wherever possible.
- Avoiding idiom or “overly creative’ or ‘clever’ titles. For example, ‘building bridges’ will be picked up by civil engineering, ‘old wine in new bottles’ by viticulturists.

2. Prepare a summary of the chosen theme, including if relevant information about a conference on that theme which might prove a rich source of contributors. It is sensible to have an idea of some potential contributors (as well as at least a note specifying the commitment by leading scholars in the relevant disciplines to contribute), but also note that each call for papers is open for anyone to submit a paper for the issue.

3. Write call for papers (about 350 word maximum) and submit to the Editors of CSS, Prof. John Connolly and Prof. Jacqueline Barnes at csocscieditors@gmail.com

The call crucially need to contain:

- a. An outline of the topic, emphasising its multi-disciplinary reach and its unique contribution to the social sciences
- b. The deadline for submissions, which typically is about six months from the date of agreeing the call.
- c. An indication of how papers are to be submitted, through Scholar One

An example of a previous call for papers is given later in this document.

If the Editors agree with the theme, then the Guest Editor will be required to sign the agreement at the end of this document, indicating that they will follow the required procedures to obtain and manage blind reviews of papers (see the last section of this document).

4. Once the call is agreed by the Editors, and refined as necessary, it will appear online ahead of print on the journal website, in the next CSS Newsletter and in the next print copy issue of the Journal. The themed issue editor(s) and paper authors are also asked to encourage people to contribute to the themed issue, and distribute the call for papers available far and wide. The twitter handles [@cssjournal1](https://twitter.com/cssjournal1) and [@AcadSocSciences](https://twitter.com/AcadSocSciences) should be used as part of any online social media promotion activities. Guest Editors are asked to liaise with article authors to ask them for a two to three sentence statement regarding the contribution that their article makes to social science. These statements will help promotional activity and with regards to the writing of press releases (where appropriate).

5. All papers must be submitted to the journal through ScholarOne. This will ensure that the authors' identity are not revealed in the paper submitted for review. One of the Editors will be the main point of contact for the issue and will assign any submissions that meet the journal criteria to the relevant Guest Editor, who is then responsible for identifying a minimum of two reviewers for each paper. The Guest Editor will feed back the content of blind reviews to the authors together with any clarification or elaboration of what is required for an acceptable revision. If revisions are required then this must be fed back to the author(s) of the paper, with an indication of the time limit for making revisions. If either reviewer indicates that a **major revision** is necessary then resubmissions **must be sent back to the original reviewer or, if they are not available, to a new reviewer before any decision can be made**. If minor revisions are necessary, then the Guest Editor may decide whether revisions meet the reviewers' comments.

Guest Editors can also recommend that a submission is rejected.

Once revisions have been made and deemed acceptable, the Guest Editor will accept the paper on ScholarOne, at which time it will be conveyed to the relevant Editor, who checks the contribution and makes the final acceptance.

6. Once the final version of a paper is accepted by the relevant Editor it goes through the normal production process, proofs being sent to the authors and individual authors being required to sign copyright forms. On accepted the author(s) is (are) required to produce a biographical note of no more than 50 words. On acceptance, each paper will appear online, on the Journal website.

7. Once all papers for the Themed Issue have been reviewed and provisionally accepted, the Guest Editor conveys to the Editor the order in which the papers will appear in the journal. A virtual collection of all the papers will then be made available on the journal website, until such time as the printed copy is produced, which could be up to one year later, depending on the number of themed issues in production. A colour photograph is required for the cover of the issue, ideally from one of the contributors or the Guest Editor. The copyright should be held by the contributor or should have an open licence. This will be acknowledged inside the front cover of the journal, where a title for the photograph is also required. Further illustrations that contribute to the understanding of journal articles are also encouraged.

Example of Call for Papers

Contemporary Social Science call for papers: Making Sense of the Impact of Brexit

Following the referendum result to leave the European Union (EU) Prime Minister Theresa May announced “*Brexit means Brexit*”. Such a simple response suggests that Brexit is one-dimensional process that can be resolved relatively quickly. Yet the complexity of making a sense of the underlying issues is a challenge for all social scientists, particularly those engaged in multi-disciplinary research.

Given the “known unknowns and unknown unknowns”, submissions are invited to a special issue of **Contemporary Social Science** on the multi-dimensional and multi-scalar nature of Brexit. We encourage the submissions of original articles, both theoretical and empirical, that investigate and analyse from single disciplinary and multi-disciplinary perspectives on the following, but not exhaustive, topics:

- Integration and disintegration effects from trade deals;
- The City of London and financial services;
- Global Value Chains (GVCs) and Foreign Direct Investment (FDI);
- Industrial and sectoral scenarios, including the role of industrial policy;
- Political and electoral geography of the Referendum;
- The combined impact with devolution on citizenship and governance;
- Spillovers to the Eurozone economies;
- Fiscal reform and public finance management;
- Territorial challenges for devolved nations and regions;
- International relations and defence policy in the EU;
- Resolving constitutional challenges and settlements;
- Organisational governance and regulatory change
- Environmental regulation and management;
- Social policy and welfare reform.
- Cultural and other institutional relationships
- National identity

Guest Editors David Bailey (Aston Business School, Aston University) and Leslie Budd (Faculty of Business and Law, Open University) welcome submissions now.

For full instructions on submitting to the journal please see the [Instructions for Authors page](#).

Authors should indicate that they wish the manuscript to be reviewed for inclusion in the special issue. The Editors of this issue would be happy to review plans for papers in advance of their receipt. All papers will be peer reviewed.

The closing date for submitting papers is September 30th 2017.

Manuscripts should follow the journal instructions for online submission of papers.

For any queries contact us at:

David Bailey: d.bailey@aston.ac.uk

Leslie Budd: leslie.budd@open.ac.uk

Agreement to act as a Guest Editor for *Contemporary Social Science*

By signing this I confirm I have read 'Guest Editing a Themed Issue of *Contemporary Social Science*' and will adhere to the need to ensure that the peer review process and quality of the journal is maintained to the highest standards and that reviewers are selected, and reviews dealt with, in a professional and timely fashion.

Signatures (all guest editors on the issue must electronically sign the form):

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Date