What is a Special Issue?
An IJHR Special Issue is a refereed collection of articles on a predetermined theme that is published in The International Journal of Human Rights. IJHR Special Issues are designed to draw attention to under-researched or controversial topics or to new emerging themes. The Journal welcomes articles in the fields of human rights, human rights law, race, religion, gender, children, refugees, and immigration. Special Issues should be comprised of high-quality submissions from leading experts as well as early career researchers undertaking cutting-edge research (ideally a mixture of the two). The ultimate goal of an IJHR Special Issue should be the encouragement of insightful and influential research.

How do Special Issues start?
Special Issues may be solicited or unsolicited. Prospective Guest Editors of Special Issues are advised to consult informally with the editors of IJHR in the first instance on their proposed idea. If a full proposal is invited, Prospective Guest Editors are asked to prepare a detailed written proposal (approximately 5-8 pages) which will be considered by the IJHR Editorial team. The proposal should be sent to Editor, Frank Barnaby at frankbarnaby3@gmail.com.

The Special Issue Proposal should contain the following information:

- information on the Guest Editor team and their credentials, including a short biographical note (appended CVs are optional) and contact information;
- the topic, main themes and rationale for the special issue (including the significance of the topic and its relevance to the readership of IJHR);
- titles and abstracts for each proposed contribution (including information on the role each article plays in the development of the overall Special Issue theme);
- short biographical notes on each of the proposed contributors;
- a brief summary of the literature (including any edited collections/special issues that have appeared in recent years on this topic, indicating how the proposal differs from rival efforts that have already appeared);
- details on the proposed length of the manuscript;
- a timeline for submission of the draft papers

Proposals will be considered by the editors and a preliminary decision will be made about whether to invite submission of a full manuscript following discussion by IJHR Editorial team. At this point the editors will decide to either: (1) accept the proposed special issue and embark on the editorial process (see below); (2) encourage the Prospective Guest Editor(s) to revise the proposal and resubmit accordingly; or (3) reject the proposal.

The Editorial team will assign a Reading Editor (a current member of the Editorial team) for each Special Issue received. That person will be responsible for liaising with the Guest Editor(s), commenting on the proposal, relaying the decision on the proposal to the Prospective Guest Editor(s), and if the Special Issue proposal is accepted, and overseeing the editorial process (including contacting referees).
**Are there IJHR Guidelines on the Structure of the Special Issue?**

Special Issues normally comprise between five and eight papers. Including notes and references, they should be between 50,000 and 64,000 words in length. The maximum length of a Special Issue should therefore correspond with one issue of the Journal; however, a Special Issue may be smaller depending on the number of final, accepted manuscripts (in this case, the remainder of the issue would then consist of regular IJHR manuscripts). In very rare cases, longer SIs may appear as double issues of IJHR.

Articles in a Special Issue must adhere to the IJHR guidelines for regular submissions concerning simultaneous consideration or publication elsewhere (in a print or online medium) and concerning length (i.e., a maximum of 8,000 words, including notes and references) and style. For more information on IJHR guidelines for authors, see: [http://www.tandfonline.com/action/authorSubmission?journalCode=fjhr20&page=instructions](http://www.tandfonline.com/action/authorSubmission?journalCode=fjhr20&page=instructions)

**What are the Key Stages in the Editorial Process?**

If persuaded of the merits of the project, the Editorial team will invite the guest editors to send in the chapters, which should conform to the regular guidelines for submission (see above). The process by which Special Issue manuscripts are handled is nearly identical to that of regular submissions to IJHR through the ScholarOne Manuscripts web-based submission system ([https://mc.manuscriptcentral.com/fjhr](https://mc.manuscriptcentral.com/fjhr)). It is the responsibility of the Guest Editors to submit each chapter to the ScholarOne Manuscripts, and to ensure that is noted as ‘submission to a special issue’ (rather than an ‘original article’ in the submission menu).

Prior to the submission of the articles on the ScholarOne Manuscripts database, Guest Editors must ensure that all articles included in the Special Issue are *fully anonymised*, including any Introduction or Conclusion. This may involve the Guest Editor editing the articles to remove any identifying information from the manuscript (for example, where the author makes a reference to their own research, “In my previous work (Smith 2004), I concluded...” or the like). This may be avoided by the Guest Editor encouraging all contributors to avoid revealing their identity in the text.

The entire Special Issue project will then be reviewed by a single reviewer. If a minimum number of articles to constitute a Special Issue (four or five) are found to be of publishable quality by the referee, the project will be accepted, subject to the authors completing final revisions. The Editorial Board will then make a final decision based on the revised articles.

**Finalising the Special Issue**

The Guest Editor(s) of the special issue are responsible for all correspondence with authors, overseeing the process of revising the contributions following peer review, and the preparation of the manuscript for production.

Final manuscripts must be prepared in line with the IJHR style guidelines, and must be accompanied by an abstract, keywords and a brief biography of the author(s). Final manuscripts must be submitted electronically through the ScholarOne Manuscripts site with full contact addresses of all authors and editor(s).
The penultimate stage of the editorial process is the Publication Information Packet submitted by the Guest Editors to the IJHR Editorial Office. The Packet includes:

(1) the agreed-upon list of manuscripts to be included in the Special Issue;
(2) the order in which the manuscripts are to appear in the Special Issue;
(3) short biographies for each of the contributors including the Guest Editors.

The IJHR Editorial Office sends final versions of all accepted manuscripts and the Introductory/Concluding Article to the publisher for copy editing. Copy edited manuscripts are sent from the publisher to the authors of each manuscript for final correction and review (i.e. proofs). The Guest Editors are responsible for ensuring successful completion of the Special Issue.

**How many Special Issues are published in IJHR?**
In general, no more than four Special Issues are published each year in IJHR.

*For the avoidance of doubt, proposers should note that in all circumstances, the Editors of IJHR retain final authority on all matters of publication, including content, timing and approval of the final manuscript(s). The editors make no commitment to publish prior to the conclusion of the full peer review process.*

*Editor*
Frank Barnaby

*Associate Editors*
Sonja Grover
Michele Lamb
Amrita Mukherjee
Damian Short
Lars Waldorf

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