

General Information

ERS facilitates many special issues and to ensure their smooth running and eventual acceptance for publication it is essential that as Guest Editors, you ensure that our guidelines are adhered to. Non-compliance results in articles being returned to authors and guest editors which creates unnecessary work.

The overall length of a special issue should not exceed 55000 words inclusive of the Editorial introduction, and no article should exceed 8000 words. Material in excess of these requirements will not be considered.

We expect guest editors to control the wordcount at all stages of the process, i.e. before initial submission to us and before revised versions are re-submitted.

Prior to submission Guest Editors must review all papers to ensure they meet the required standard both in material and format (more details below). Careful preparation of a special issue will reduce revision time and result in earlier publication. You may wish to convene a mini seminar for this purpose.

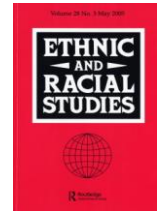
All articles are sent to three independent referees, two chosen by the Guest Editor (not by your contributors) and one by ERS Editors. Please supply your suggestions (name, title, email address) at the time of submission in a separate email to ethnic@surrey.ac.uk

All articles in practice will have to be revised in the light of referees' comments. It is rare however for articles to be rejected at this stage. You should alert your authors to the likelihood that their contributions will need to be further revised at least once during the review process. Clearly, as much preliminary scrutiny which you can give each paper before you send it to us would be a good thing, so do not hesitate to suggest editorial changes to your authors.

We will not start to 'book in' the articles until ALL have been received. This applies to all stages of the review and pre-publication process.

The lead time for publication of a special issue is approx two years from delivery of the complete set of first draft articles to publication in print. However as we have adopted iFirst, articles will be published online in advance of a print edition. Examples of articles currently available on iFirst can be found by clicking on the second link below, and clicking on the iFirst logo on the right hand side of the page. iFirst articles can only be viewed from a computer with an institutional subscription to ERS.

Correspondence with contributors is via email. If any contributor is planning to be out of email contact it would be helpful to know.



Article Format

In preparing an article for submission please ensure that the format adheres to the instructions provided for authors on the above informaworld website - <http://www.informaworld.com/ers>. There is also a link to our EndNote template which can be downloaded from here to assist in the preparation of the references, and create bibliographies instantly.

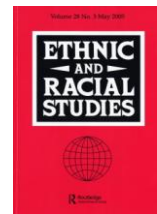
Particular attention should be paid in the following areas:

- Each article needs an abstract no longer than 150 words.
- Each article needs SIX appropriate keywords.
- The title should be as clear as possible in describing its content

The abstract, keywords and title are fundamental in maximising the impact your article has in the communities you want it to reach. The majority of readers find articles online by searching using a cluster of keywords rather than browsing.

- The format of the reference section is as described in our instructions
- ERS uses endnotes and NOT footnotes
- The track changes function needs to be switched off prior to submission
- Because we operate a double blinded review process each article must be totally anonymised and if necessary, the acknowledgement section should be removed
- A cover page is not required.

Failure to comply with the above may delay the review process as the article will be returned to the contributor for correction before proceeding further with the special issue.



Submission

Our submission service is hosted by ScholarOne Manuscripts on the website below. Instructions for submission are shown step by step throughout the process. Each contributor needs to submit their own paper – you cannot do it for them.

If the contributor is using our ScholarOne Manuscripts site for the first time, they will need to create a user account with password.

All the contributions for your special issue are to be submitted at the same time except for the introduction which may be submitted once the papers are being revised.

At stage 4 of the process one of the questions is “Is this article for consideration in a Special Issue?”. Please answer YES and enter the title of the special issue.

MC help is available 24/7 by clicking on the ‘Get Help Now’ text.

Any further questions may be sent to Amanda Eastell-Bleakley, Journal Manager – ethnic@surrey.ac.uk

Useful websites: <http://mc.manuscriptcentral.com/rers>

<http://www.informaworld.com/ers>

Special Issues as Books

Routledge Journals, who publish ERS, have recently established an arrangement with Routledge Books that certain special issues of their journals may be published by the book division as a book. The scheme is called SPIBS. This seems to us worthwhile, even though sales from such a book are likely to be relatively modest. If you would like to pursue this possibility we can supply the appropriate application forms in due course.