

Special Issue Proposal Guidelines

Critical African Studies

Critical African Studies is committed to publishing special issues that significantly advance theoretical development with the interdisciplinary field of African Studies, in line with the journal's aims and scope. We welcome special issue proposals and consider them on a rolling basis. The Editorial Board assesses each proposal on the significance of the topic to African Studies and the potential contribution of the special issue to contemporary debates in the field, as well as the coherence of the collection and the strength of individual papers.

Guest Editors may propose full special issues of 6-7 papers, or shorter special sections of 3-5 papers. For a full issue, we suggest aiming to include 7 papers, each no more than 10,000 words, plus an editorial introduction of no more than 5,000 words.

If contributors and papers are already known, these should be listed, however we also accept theoretically robust proposals for special issues that will be advertised via an open call for submissions. We also consider proposals involving a combination of these two approaches. Guest Editors are asked to carefully consider geographical spread, in terms of both content and authorship, and particularly to ensure that African authors are included in the special issue.

All proposals must include a one-page outline of the topic of the special issue, demonstrating its relevance to African studies debates. Please also include a short biography of the Guest Editors, along with any editorial or relevant publishing experience. Any relevant funding or conflicts of interest must also be disclosed; contributions must be original and not published previously.

Proposals for special issues where the contributors are known in advance should also include:

- A list of authors and their institutional affiliations
- A list of paper titles
- Paper abstracts of no more than 300 words each
- A proposed timeline for the writing and reviewing process

Proposals for special issues involving an open call should include an indication of the sites, mailing lists or other outlets where the call will be posted, and a proposed timeline for the collation and review of papers.

The Editorial Board will review the proposal and abstracts before inviting papers; however, if papers are already in hand they can be submitted at the same time as the proposal. Proposals will be reviewed and a decision taken at the Editorial Board Meeting following submission (these are held thrice annually) The Editorial Board will provide written feedback to the Guest Editors within two weeks of the Editorial Board Meeting.

Preparing and submitting papers

Once a Special Issue proposal has been accepted, a Handling Editor from amongst the Editorial Board will be assigned to work with the Guest Editor. Guest Editors are responsible for collecting the papers according to their proposed timeline, pre-reviewing the papers, and working with authors to strengthen their papers prior to submission, as well as ensuring that authors adhere to the requirements on ScholarOne, the publication portal used by Taylor & Francis. Through this online portal, the Handling Editor will assign anonymous reviewers for the papers. Handling Editors will ask Guest Editors to indicate suggested reviewers but CrAS Editors will take the final decision on reviewers.

Once papers have passed successfully through peer review, it is the responsibility of the Guest Editors to ensure that recommended revisions are completed on time and that the revised manuscripts are uploaded to ScholarOne with author letters explaining their responses to the reviewers. The Handling Editor has the final say on whether individual articles are ready for publication. The Handling Editor will work with Guest Editors to undertake appropriate peer reviews on the introduction. This will either consist of an internal Editorial Board review or an external review, depending on the length of the introduction.

Publication

The acceptance of a special issue proposal is not a guarantee that the issue or its constituent papers will be published. We send papers for review as soon as they are received and initially processed, with reviews and preliminary decisions expected within 60-90 days. All usual caveats apply: no papers are guaranteed until they have satisfactorily passed through peer review; it is often the case with special issues that some papers are not finally approved for publication. It is imperative that Guest Editors remain in regular contact with the Editorial Board on any delays - foreseen or unexpected - in the publishing process.

Post-publication

Once an issue is successfully collated and has been assigned an issue number and publication date, Guest Editors will work with the Handling Editor to identify one paper from the special issue that will be free to access online for one month. We also ask Guest Editors to promote their issue on social media platforms where appropriate.

Proposals and queries can be emailed to Drs Hazel Gray and Shari Daya at: *Critical African Studies* critical.african.studies@ed.ac.uk

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