

Themed Issues | Guidelines for Guest Editors

Editorial Manager

Summary

This following document is designed to provide an overview of Taylor & Francis' preferred workflow for handling Themed Issues. In order to get the most out of this guide please follow the links that are included throughout which lead to additional instructional documents. The Appendix features a sample author invitation template, which may also be useful.

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Policy and Society

Guidelines for Guest Editors

The Role of the Guest Editor(s)

As Guest Editor(s) you have agreed to oversee the compilation of a Themed Issue for the journal. The requirements we would like you to adhere to in completing the issue are as follows:

1. To acquire articles which review concepts and research findings associated with the nominated themes of the Issue.
2. To ensure that sufficient submissions are received to complete an issue (see 'Length and number of submissions' below).
3. To ensure the content of accepted articles remain consistent with the journal's overall Aims & Scope. For details of the full Aims & Scope, please visit the [journal's webpage](#).
4. Ensure that all manuscripts follow the terms set out by the [Journal's Instructions for Authors](#).
5. To assist the Editors in the evaluation of the quality of these submissions, with the help of peer review, provide substantial feedback and encourage authors to make revisions where necessary to maintain the quality standards of the journal.
6. In consultation with the Editors to reject poor quality submissions, or those that do not meet the objectives of the issue. The journal Editor has ultimate responsibility for the content of all issues of the journal and the final decision to accept or reject manuscript submissions.
7. To provide regular progress reports on article solicitation and peer review to the journal Editor and publisher.
8. To deliver completed appropriately formatted, manuscripts to the publisher by the agreed date.
9. To write an introductory article to the themed issue. The introductory article should cover the aim and scope of the issue, critically explore the evolution and contours of perspectives specific to the policy topic, how the themed issue engages existing literatures, and what specific contributions it seeks to make or new avenues of research it seeks to explore. Guest editors are responsible for situating and contextualizing the themed issue in relation to the broader themes, debates, and literature in the field. The introductory article will undergo double blind peer review process as with the other manuscripts.

Correspondence with the journal team

The Guest Editor(s) should maintain contact with the publisher's Editorial team throughout the pre-publication process, and ideally assist in post-publication promotion of the issue to increase the readership and impact of the work.

To help with the timely publication of the Themed Issue, the Editor, Associate Editor, Managing Editor and Production Editor should be kept informed about the progress of the issue and, in turn, it is up to the Guest Editors to submit regular reports outlining the progress of the issue (a copy of the report sent to the Editor will suffice), and inform of any possible delays.

Journal Editors: Giliberto Capano (giliberto.capano@unibo.it), Michael Howlett (howlett@sfu.ca), Darryl Jarvis (djarvis@eduhk.hk), M. Ramesh (mramesh@nus.edu.sg)

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Peer Review Administration Assistant: Helen Talbot (RPAS-implementations@journals.tandf.co.uk)

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Production Editor: Pertreesia Thomas (RPAS-production@journals.tandf.co.uk)

Marketing Executive: Cristie Kennedy (Cristie.Kennedy@informa.com)

Support and training

Taylor & Francis can offer Guest Editors a certain amount of administrative support, for example by providing copies of instructions and guidelines for their use. If you have any queries regarding production, copyright, etc. please contact the journal's Production Editor.

The journal's Electronic Editorial Systems co-ordinator will send the Guest Editor appropriate guides for using the specific Editorial Manager site.

The Peer Review Services Helpdesk can assist with procedural issues around basic site operation and can be contacted at prshelp@tandf.co.uk. Please allow 2–4 days for a response.

Issue timing

The Guest Editor should deliver complete manuscripts to the publisher by a date agreed with the Editorial team in order to publish in a specified issue. This is typically 12 – 24 months after the proposal is accepted by the journal Editors, depending on timescales of the projects outlined in the proposal.

The double-blind peer review process should be kept as swift as possible, whilst adhering to the required standards of the journal. The turnaround time for the first submission of a paper should not exceed six weeks, and revised papers should be dealt with within four weeks of resubmission.

From receipt of the final manuscripts and introductory Themed Issue article, the Production Editor

will require approximately 3-4 months to work on a Themed Issue before it can be published.

Given these timings, we suggest allowing around eight to ten months between the final submission deadline and anticipated date of publication to be sure the material is ready and to accommodate any delays.

Length and number of submissions

The budgeted length of a single issue of *Policy and Society* will be **176** printed pages in **2019**. The Guest Editors should agree the length with the journal Editors and must ensure that sufficient submissions are received to complete the Themed Issue, and that revisions are made to papers to ensure they adhere to the required word counts of articles, and the full page limit of the issue.

Typically, each themed issue will have between 7-10 papers of approximately 7,000 – 8,000 words each.

Inviting submissions

When inviting submissions, it is crucial that the Guest Editor(s) make it clear to authors that they and the Editor may reject articles that do not meet the standards or aims of the journal and the issue. Please refer to the [Sample Author Invitation Letter](#), for an example of the details that could be provided, and which should be adapted for specific Themed Issue invitations. The sample letter makes it clear to submitting authors that the material will be reviewed, and that revisions may be requested. Authors should also be made aware of time and length restrictions, and of manuscript presentation requirements.

Manuscript submission and peer review

All published articles in the journal must have undergone rigorous peer review, based on initial Editor / Guest Editor screening and blind peer review by at least two independent expert referees.

Manuscripts must be submitted to *Policy and Society* through our Editorial Manager online submission site at: <https://www.editorialmanager.com/rpas>. Authors should complete the step-by-step submission process, indicating that their manuscript is for the particular Themed Issue as requested in the submission forms.

Guest Editors will be assigned manuscripts submitted to their Themed Issue in Editorial Manager where they will be required to approve individual manuscripts before they can undergo peer reviews. The Associate Editor, in consultation with the Editor will handle the peer review process through the system. Guest Editors (and authors) may recommend potential referees. Review outcomes will be discussed among the Editor, Associate Editor and Guest Editor. The Guest Editor makes recommendations to the Editor based on review outcomes, manuscript revisions, and any subsequent review. The Guest Editor(s) will submit their own articles for the Themed Issue to undergo double blind peer review process.

Guest Editors are encouraged to approve the manuscripts for peer review process as they are submitted rather than waiting for a full issue's worth to be submitted. This helps to minimise

potential delays, reduces the immediate workload on Editors and Reviewers, and later in the process, assists the Production Editor.

Making Decisions

The Guest Editor makes recommendations to the Editor / Associate Editor concerning the review outcomes for each manuscript in the Themed Issue. The Editor retains final editorial authority.

Guest Editors should assess the suitability of the paper for inclusion in the Themed Issue based on the reviews received and communicate their recommendation to the Editor. Once approved, the Guest Editor should communicate the decision to the author and provide a detailed decision letter justifying and explaining the decision.

The journal's Editorial Manager site includes basic templates for all decisions, containing standard text and requirements for resubmission, however, the Guest Editors should take care to edit these with additional detailed comments and specific resubmission instructions.

At the first decision stage, Guest Editors should pay special attention to the word counts of manuscripts, to ensure all the papers are within the journal's required length limits, and that all the papers intended for the Themed Issue will fit within the allocated page budget. Guest Editors should request authors write their papers as concisely as possible.

If the Guest Editor finds they have a conflict of interest in making a decision on an article because it has come from a close professional colleague, they should confer with the Editor who may be able to help.

Requesting revisions

The most common Revision decision types are variations on the terms Minor Revision, Revise & Resubmit, and Reject.

The two revise options should be used in these circumstances:

- **Minor Revisions:** the Guest Editors will accept the paper, but ask the author to make small corrections.
- **Major Revision: Revise and Resubmit:** the Guest Editors will accept the paper provided the authors make the changes suggested by the reviewers and/or editors.

When requesting revisions to a paper the decision letter to the author(s) must include the following details:

- *A detailed explanation of the weaker aspects of the article and how to address them;*
- *An instruction for authors to include a response letter with their revision, detailing how they have addressed the issues mentioned in the decision letter;*
- *The absolute deadline for revisions if the article is to be included in the Themed Issue.*

Rejecting papers

The Guest Editor may have to reject articles because they are deemed unsuitable for inclusion or even consideration in the issue. There are two ways in which papers could be rejected; Triage (or Immediate Reject) and Reject after review.

The two reject options should be used in these circumstances:

- **Triage/Immediate Reject:** the Guest Editors reject the paper without review as it does not meet the aims and scope of the Themed Issue, the required scientific standards of the journal, or has arrived too long after the deadline to be included.
- **Reject:** the Guest Editors reject the paper following receipt of referee's comments, which deem the paper to be of insufficient relevance and quality to be publishable in the Themed Issue .

When rejecting a paper, the Guest Editors may wish to consider some of the following details in specifying reasons for rejection:

- *The focus of your article is not central to the theme of the issue and therefore does not fit with the other submissions;*
- *The material reviewed in the article is now out-of-date, and does not cover the most recent developments in the field;*
- *The article is significantly longer than the maximum length;*
- *The article was received after the final submission date of ...*
- *The article does not address the topic in sufficient depth to provide the insight required for this issue;*
- *The article may be more appropriate for another journal .*

Accepting papers

Guest Editors are encouraged to Accept individual manuscripts as they become ready and send them for review as soon as possible, rather than waiting for the full issue.

Papers should only receive an Accept decision when the paper is publishable in its current form, with no changes left to make. Any amendments to manuscript text, references or grammar should be requested with a Minor Revision decision, not in an acceptance letter. Authors should be referred to the [Journal's Instructions for Authors](#) to ensure that the finalised manuscript including references is formatted according to the appropriate journal style.

Guest Editors should ensure that they are happy with the article's standard of written English language. The Production department are unable to make major revisions for language, to avoid misinterpreting meaning or misrepresenting author's intentions. Therefore, the written English of papers should be fully comprehensible prior to acceptance. Taylor & Francis offer some external resources, which we would encourage authors to use if necessary:

<https://authorservices.taylorandfrancis.com/category/writing-your-paper/>

If a paper within a Themed Issue cross-references another paper within the same Themed Issue, Guest Editors should ensure they inform the journal's peer review administrator during Acceptance, so this information can be passed to the Production Editor, who can ensure they update the reference with the cited article's DOI once it is created.

Once a manuscript has been accepted, the journal's peer review administrator will pass it to the Production Editor and no further amendments may be made. The 'Manuscript requirements for Production' section below provides details on the final presentation.

Introductory Article

Guest Editors are responsible for the authorship of an introductory article to the themed issue. The introductory article should cover the aim and scope of the issue, critically explore the evolution and contours of perspectives specific to the policy topic, how the themed issue engages existing literatures, and what specific contributions it seeks to make or new avenues of research it seeks to explore. Guest editors are responsible for situating and contextualizing the themed issue in relation to the broader themes, debates, and literature in the field.

The introductory article should be normal article length, approximately 7,000-8,000 words, and written in an accessible style which is understandable as an introduction to the subject area.

Please bear in mind that the Themed Issue introductory article will need to be submitted to the Editor and then subject to double blind peer review (same terms apply in regards to quality and length as other manuscripts). The introductory article to the Themed Issue will be made available online, accessible to a wide audience in order to promote the Themed Issue.

We recommend that the introductory article to the Themed Issue includes:

- *Background of the subject area, recent developments and coverage of the subject area in the journal;*
- *Aims and scope of the Themed Issue, the reason for creating it, and the purpose it will serve the policy community;*
- *Citations to recently published papers in the journal to show grounding in the area;*
- *How the Themed Issue engages with existing literatures, debates, schools of thought;*

What new avenues of research and exploration the Themed Issue introduces;

- *Please note: the introductory article to the Themed issue should **NOT** overview or introduce all the papers within the Themed Issue. The introductory article is not to be treated as an introduction to an edited book. Rather, it should be a stand-alone article that overviews the substantive issues, intellectual debates, new research directions and key problems within a particular policy domain;*
- *Acknowledgments – thanks to authors, the journal etc., can be included in a spare 2-3 page introductory editorial*

Manuscript requirements for Production

It is important that the Guest Editors help authors to produce readable, interesting papers. However, when final manuscripts are sent to Taylor & Francis for publication, the Guest Editors should ensure that each manuscript also fulfils the criteria specified on the journal's Instructions for Authors page.

Authors should be advised to thoroughly read the "[Instructions for Authors](#)" tab at the journal's homepage (www.tandfonline/rpas) for details of how the manuscript should be presented.

Any artwork and any supplementary data should be present with the final version of the manuscript.

Guidance for authors on recommended figure size and resolution can be found here:

<https://authorservices.taylorandfrancis.com/guidelines-in-preparation/>

Permissions for re-use of any material in a manuscript should be cleared in advance of the paper being exported to Production. Please see our website for information about permissions and publication ethics: <https://authorservices.taylorandfrancis.com/using-third-party-material-in-your-article/>

If the Themed Issue is to have a unique cover image then this should be sent to Production with the issue's Introductory Article. Permission to use the cover image must be sought in advance of the image being forwarded to Production, if this is necessary.

The Production department

The following information is intended to provide Guest Editors with an overview of the roles and procedures of the Production department, and the services Taylor & Francis provide. This may be useful for Guest Editors dealing with papers in the production phase of the Themed Issue.

Roles of the Production department

The Production department is responsible for managing the journal from receipt of the accepted manuscripts to online and print (if applicable) publication as articles and issues.

Production is managed using the Centralised Article Tracking System (CATS). CATS is a web-based system for Taylor & Francis staff, authors, and academic Editors, which holds information and files for every article and issue, as well as address and affiliation details for authors.

Papers will be copyedited according to the journal style guidelines. Where there are style points specific to the Themed Issue topics (e.g. where variant spellings are current within a field), Guest Editors should inform the Production Editor of their preferences prior to accepting the first manuscript.

The Production department handles Copyright assignments. Authors are issued with Author Publishing Agreements (APAs) automatically upon their paper being entered into CATS; they must then complete and return agreements before their paper can be published.

Authors may select their Open Access options during the production stages – for Open Select journals, authors are automatically emailed to be offered the option of “Gold” Open Access when their paper is entered into the production system:

<https://authorservices.taylorandfrancis.com/publishing-open-access/>

A flow chart of the production process from the authors' perspective is available here:

<https://authorservices.taylorandfrancis.com/category/moving-through-production/>

Proofing procedure

After the article has been typeset, proofs will be made available to the author. The Production Editor will usually request that proof corrections are returned within three working days. It is primarily the authors' responsibility to check article proofs and to address the copyeditor queries. Guidance for

authors on how to check proofs can be found here:

<https://authorservices.taylorandfrancis.com/checking-proofs/>

Guest Editors can request to review proofs of all articles in the Themed Issue during the proofing phase. Guest Editors should contact the journal's Production Editor, who will set up a CATS account that will enable access to comment on proofs, which should be completed in the same timeframe as authors.

If Guest Editors wish to review proofs then they should inform the Production Editor of this intention prior to accepting the first manuscript.

After the corrections have been received, the typesetter will produce revised PDFs of the article, which the Production Editor will review before publication.

Guest Editors should inform the Production Editor of their "running order" (i.e. the order in which the articles should be published within the issue) on or before the date that they accept the final manuscript for the issue.

Rapid Online Publication

Some journals follow a Rapid Online Publication workflow (ROP). Articles published in such journals appear initially under the "Latest Articles" tab on Taylor & Francis Online, around six weeks, on average, from entry to Production. This option is available to all Themed Issue papers and is a good way of making individual papers available in advance of the completed issue. ROP papers can be tagged "From a forthcoming Themed Issue on ..." so that readers can easily identify their provenance. Once online as ROP, papers are regarded as fully finalised and can be cited by DOI. No further changes can be made after this point. When the issue is complete, the finalised articles are paginated and reloaded to the website as part of the issue.

Compiling the issue

Once all the articles have been typeset, the Production Editor will compile the issue, based on the running order provided. If Guest Editors wish to review cover proofs before publication, the Production Editor should be notified as early as possible.

Complimentary Editor copies

Guest Editors are entitled to five complimentary print copies of their Themed Issues. The Production Editor will arrange for these to be dispatched from the printer. Guest Editors should ensure they have provided a full postal address to the Production Editor.

Author rights and versions of articles

Taylor & Francis are aware that authors may wish to use the various versions of their article in different ways, and their rights in this respect are outlined in the terms and conditions section of our copyright agreements, and online here: <https://taylorandfrancis.com/contact/rights-and-permissions/journals/>

Marketing and promotion

Taylor & Francis/Routledge always promote and market Themed Issues by setting the Editorial free to access online for a defined time period (e.g. six months). This allows for easy promotion via targeted e-shots, social media, and press releases if appropriate. Guest Editors can help with this promotion by telling colleagues and peers about the issue and free editorial.

Themed Issue authors may help by circulating their free eprints around colleagues, peers, and through their own social media and contact networks.

T&F's author eprints allow you to share online access to your article with up to 50 colleagues. When articles are published online authors are provided with an eprint link (as a URL) which should be emailed to colleagues or posted to social networking sites. This link provides the recipient with free access to the paper without the need to sign in or register.

All co-authors of a paper will receive 50 eprints and have access to their own article through the T&F My Authored Works page. They will receive confirmation of this by email once the article is published online.

Suggestions include circulating some of the 50 eprint pdfs to interested parties such as colleagues and key authors referenced in the article; adding information about the article and a direct link to the online version on departmental or personal websites; placing announcements on Twitter or Facebook pages; and using email signatures to tell people about articles.

The link below to the Author Services area offers some tips and resources that may assist authors in promoting their work to a wider, receptive and appropriate audience.

<https://authorservices.taylorandfrancis.com/category/published/>

Appendix

Sample Author Invitation Letter

Sample letter for use when inviting authors (the Guest Editor, Editor or Editorial will need to adapt this for journal-specific details, information on the issue, and so on)

Dear {author},

I, {name of Guest Editor} am compiling a Themed Issue of *Policy and Society*, on the topic of {topic}.
{Add a few sentences here describing aims and focus of issue}.

We would like to invite you to submit an article to this issue, and are particularly interested in your work on {subject}.

All the articles submitted to {issue title} will be reviewed by the Guest Editor, and two external referees with double blind anonymity. Submission to the Themed Issue does not automatically guarantee acceptance, all articles will be reviewed in respect to the standards, aims and scope of the Themed Issue and the journal. Copies of the reviewers' comments will be sent to you in a decision letter, along with any requests they may make for revisions.

Publication of the issue is planned for {date}, and we need to receive your manuscript for review by {date}. If revisions are required, the final, accepted version of the article must be received by us by {date}. Please let us know as soon as possible if you are interested in submitting to this issue.

Please see the "Instructions for Authors" tab on the journal's website (www.tandfonline/rpas) for details of how the manuscript should be presented.

Manuscripts should be submitted to *Policy and Society* through our Editorial Manager online submission site at: <https://www.editorialmanager.com/rpas>

New users should first create an account. Once a user is logged onto the site, submissions should be made via the Author Centre.

Policy and Society is published by **Routledge**, a member of the Taylor & Francis group. Each issue is distributed to the journal subscribers and will be available to a broad readership.

The publishers require all contributions to the issue to be accompanied by a signed Author Publishing Agreement.

We hope that you will be interested in submitting an article to this issue, as your interests in this area are well-known, and your submission would make a significant contribution to what we intend to be an exciting and high-quality focused publication.

Yours sincerely,

{Guest Editor's name appears on this letter of invitation}