Global Constitutionalism

Human Rights Democracy Rule of Law

Guidelines for the submission and review process of special issues and symposia

The editors of Global Constitutionalism (*GlobCon*) welcome submissions and suggestions for special issues and symposia. The following, taken together with the general call for papers, serve as a guideline for prospective proposals.

1. A proposal for a special issue or symposia should include the following: a) A description of the overall theme (750 words or less); b) A brief explanation of the origin of the symposia, i.e. conference, and/or workshop with dates, sponsors and any other special features; c) A full list of the contributions. This part should identify the contributors, the titles of the individual contributions and the role each contribution aims to play. Abstracts for each contribution should also be provided. Proposals should be sent to *GlobCon*'s managing editor Robert Naylor at globcon.journal@ed.ac.uk

2. Symposia normally consist of three to four papers as well as an introduction. Special Issues normally consist of nine to eleven individual submissions, including an introduction. The individual papers should in both cases be up to 12000 words (including notes and bibliography).

3. The topic of the symposium/special issue must fit to the general theme of the journal. Nevertheless, contributions dealing only with specific parts of the journal's thematic focus are also welcome, as long as it cuts across the majority of the targeted audience (IR, International Law, Political Philosophy, International Political Theory, and the History of Political Thought). Articles should nevertheless be written in a way that makes them accessible and of interest to the broadest possible audience. Symposia and special issues should aim at making a theoretical contribution, but this can also be done through empirical work. Individual papers should not only "speak to each other", but taken in sum have a synergetic effect. Explicit cross-referencing is therefore encouraged. The introduction to a special issue or symposium is therefore of vital importance. Its role is to make clear what the overall theoretical contribution is. It should also strive to tie the papers together. Papers that are only loosely connected to each other but on a common topic will be reviewed separately and will not be accepted as part of a symposium or special issue.

4. It will be the special issue editor's responsibility to make sure that the proposal fulfils the formal requirements of submissions and that all submissions meet the relevant deadlines.

5. Prospective symposium organisers and special issues editors are therefore invited to discuss any plans with the editors in advance. Editors will strive to clarify all issues beforehand with the symposium organisers / special issue editors in order to avoid any misunderstandings.

6. The proposal will be reviewed in first instance by the editors. When a special issue is accepted, that is only the beginning of the process. Moving a special issue from accepted proposal to print is a complex and time-consuming process, and the proposer will need to work closely

with the staff of *GlobCon* to move the issue forward. They will also need to manage expectations of the contributors to the special issue and keep them apprised of the process, as well as act as an initial gatekeeper of substantive quality.

7. Each individual special issue submission will be required to go through blind peer review, as would a normal research article. Normally, symposia and special issues will be reviewed together. The editors retain the right of vetoing either the whole special issue/symposia and/or individual submissions at any point of the submission process.

8. Typically, not every individual article of a special issue will survive peer review, and it should not be indicated to authors that participation in a special issue is a guarantee of publication. Our general impression is that, as expected, higher-quality articles have a much higher likelihood of being accepted.

9. The timeline for this process can be drawn out, as pieces may be expected to go through revise and resubmission per normal.

10. Because all articles in a special issue are published together, there is a 'last mover' effect – it is the last article that is accepted for publication that determines the publication date.

11. The proposer of the special issue should be willing to suggest reviewers for each of the articles and collaborate with *GlobCon* if there are difficulties obtaining them. Given the difficulty and prolonged timeframe of obtaining reviewers through normal means, this is in the proposer's interest to ensure that the issue is moved ahead in a timely fashion.

12. During the review process the composition of the special issue may change. While some degree of change is inevitable thanks to peer review, there is an expectation that the general qualities of the SI indicated in the proposal will be retained. This applies to the quality of scholarship, the content and coherence of the special issue, and other considerations (such as sufficient diversity of the article authors). If the composition of a special issue as a whole becomes radically different, the proposer may need to consult with the journal to ensure the integrity of the original proposal is still met.

Please note we have generally found that producing special issues, while it requires significant effort, is also very rewarding for the journal, the proposer, and the individual contributors. The publication of the special issue is a collaboration between the journal and the proposer, but the ultimate responsibility of its production and substance falls to the proposer.