Guidelines for Editors of Special Issues accepted for consideration by *Global Constitutionalism*

We are delighted to welcome you as guest special issue editor(s) to *Global Constitutionalism*. In this short document, we want to remind you of the conditions under which *Global Constitutionalism* accepts both the special issue project and also the individual papers. We also want to highlight some best practice steps you can take, in partnership with us, in order to make the process as smooth as possible for everyone.

Your special issue will normally have been assigned to two *Global Constitutionalism* editors to whom the individual article submissions will also be assigned. However, your usual editorial contact remains the managing editor, whom you can contact via globcon.journal@ed.ac.uk.

Special Issue Editorial Process

- We expect that all articles are first vetted by the guest editor(s). Guest editors should be satisfied that articles are suitable for peer review, that they are publishable (with or without revision) with *Global Constitutionalism* (in the sense that they remain within the academic scope of 'global constitutionalism' as an interdisciplinary field). It is also your responsibility to ensure that the special issue as a whole remains coherent and cogent.

- As part of this initial vetting, guest editor(s) should provide written feedback to the authors of each article before the article is submitted to the journal.

- Please make sure to provide a clear timeframe to authors for your own editorial processes as well as submission to the journal, and please inform the managing editor of all deadlines as well as any delays.

- As you know, each individual paper will be reviewed under our normal double blind review processes and must be accepted by the journal for it to be published in the journal as a research article (and thus be part of the eventual special issue).

- Articles will be submitted individually by first authors, who will be asked during the submission process to confirm that they have interacted with the guest editors during the process of preparing the paper. Authors are expected to provide a textual description of that engagement, including dates, on their non-anonymised cover sheet (which is only visible to editors but not reviewers). We will check this statement and – especially if any issues arise during the peer review process – may refer back to this.

- The two assigned *Global Constitutionalism* editors will discuss submitted articles and reviews received. Guest editors may be expected to participate in these discussions as and when requested by Assigned Editors. Guest editors may be asked to share their own feedback on the submissions, which can be a very important element of the decision-making process. However, the final decision on whether or not to accept a paper ultimately rests with the *Global Constitutionalism* Editorial Team.

- It is possible that articles may be rejected after careful consideration which is why we ask Guest Editors to participate in these discussions. This ensures transparency with any decision taken by the Editorial Team and increases the guest editors' understanding of reasons why the article was unsuitable for publication with *Global Constitutionalism*. We want to avoid rejections, if at all possible, and it is therefore possible that an author may submit a reworked/new paper after further engagement with and review by the guest editors.

Please note that special issue introductions will be editorially reviewed by the journal editors. We recommend that the submission of the introduction is left to last in order to reflect the final content of the special issue.