Policy & Society
Themed Issues | Guidelines for Guest Editors

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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 that the content of accepted articles remains consistent with the journal's overall Aims & Scope. For details of the full Aims & Scope, please visit the journal's webpage.
4. To 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, and 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 Editors have 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 Editors and publisher.
8. To deliver completed and 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, and 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. The introductory article to the Themed Issue is not to be treated as an introduction to an edited book, and should NOT provide an overview or introduction to all the papers within the Themed Issue. Instead it should situate and contextualize the themed issue in relation to the broader themes, debates, and literature in the field. For more information, see the Introductory Article section.

Correspondence with the Journal Team

The Guest Editor(s) should maintain contact with the publisher's Editorial team throughout the prepublication 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 Guest Editor should keep the Editorial Coordinator and Editors updated about the progress of the issue and inform them of any possible delays.

Journal Editors: Giliberto Capano (giliberto.capano@unibo.it), Michael Howlett (howlett@sfu.ca), M. Ramesh (mramesh@nus.edu.sg), Daniel Beland (daniel.beland@mcgill.ca)

Editorial Coordinator: Laura Mastroianni (policy-and-society@nus.edu.sg)

Issue Timing

The Guest Editor should deliver complete manuscripts to the publisher by a date agreed upon with the Editorial team. 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-anonymous 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 8–10 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 Guest Editors should agree on the length of manuscripts with the journal Editors and must ensure that sufficient submissions are received to complete the Themed Issue. They must also ensure that revisions are made to papers so as to adhere to the required word counts of articles (between 7,500 and 10,000 words, inclusive), and the full page limit of the issue.

Manuscript Submission and Peer Review

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

Manuscripts must be submitted to *Policy and Society* through our Editorial Manager (EM) online submission site at: https://www.editorialmanager.com/policyandsociety/. Authors should complete the step-by-step submission process, and during the submission process should indicate that their manuscript is for the particular Themed Issue.

Once manuscripts have been submitted in EM, they will be assigned to the Guest Editor(s), who will be required to approve individual manuscripts before the manuscripts can undergo double-anonymous peer review. Guest editors are responsible for ensuring that manuscripts are sent out for review in a timely fashion, that sufficient reviewers are obtained, and that reviews are returned on time. Once the review process is complete, Guest editors are also responsible for submitting an editorial decision on the manuscript (Minor/Major Revisions, Accept, Reject, etc.) through the EM system. The journal's Editorial Coordinator is available to assist or provide guidance at any point in the process.

Before manuscripts are submitted in EM, Guest editors should discuss with the Editorial Coordinator their preferred method of assigning manuscripts to the Guest editors, if the Thematic Issue is co-edited.

During the article submission process, authors are asked to suggest four potential referees. The recommended referees can be found in the "Invite Reviewers – Recommended by Author" section. If using any author-recommended referees, Guest Editors should obtain one external referee as well.

Guest Editors are encouraged to review and process manuscript submissions in EM as they are submitted, rather than waiting for all expected submissions to come into EM. This helps to minimise potential delays, reduces the workload on Editors and Reviewers, and assists the Production Editor later in the process.

The Guest Editor(s) will submit their own articles for the Themed Issue to undergo double-anonymous peer review process.

Making Decisions

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

Guest Editors should assess the suitability of each manuscript for inclusion in the Themed Issue based on the reviews received, and should communicate their recommendation to the Editor through EM.

Guest Editors must provide editorial comments to the author justifying and explaining the decision. Once the Editor approves or changes the Guest Editor's recommendation, EM will generate a decision letter to the author.

If a revision is recommended, this letter will provide a timeframe for submitting a revision. The default time frame for a **Major revision is 45 days**, and the default time frame for a **Minor revision is 14 days**. EM inputs the appropriate deadline automatically; there is no need for editors to manually add a date unless an earlier or later deadline is required. For more information on customizing decision letters and changing deadlines, please contact the Editorial Coordinator.

The journal's EM site includes basic templates for all decisions, which contain standard text and requirements for resubmission. Guest Editors should read the decision letters carefully before sending and modify them as needed with any specific resubmission instructions. To do this, please select "Send Custom Letter" and make any changes needed.

Upon receiving an initial submission, Guest Editors should pay special attention to the word counts of manuscripts to ensure that all the papers are within the journal's required length limits. If the article is significantly longer than the standard word count of between 7,500 and 10,000 words, inclusive, please send the manuscript back to the authors and ask them to resubmit. Guest Editors should request authors to 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.

Requesting Revisions

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 masked response letter with their revision, detailing how they have addressed the issues mentioned in the decision letter;
- An instruction for authors to include two versions of their revised manuscript: a marked up version indicating their revisions, and a clean version;
- The absolute deadline for revisions if the article is to be included in the Themed Issue.

Rejecting Papers

The Guest Editor may decide to reject articles because they are deemed unsuitable for inclusion or even consideration in the issue.

Accepting Papers

Guest Editors are encouraged to Accept individual manuscripts as they become ready, rather than waiting for the full issue to be complete.

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 Conditional Accept or 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 is unable to make major revisions to language so as to avoid misinterpreting meaning or misrepresenting an author's intentions. Therefore, the written English of papers should be fully comprehensible prior to acceptance. CUP encourages authors to refer to external resources if necessary:

https://www.cambridge.org/core/journals/policy-and-society/information/author-instructions/preparing-your-materials/#language-services

Once a manuscript has been accepted, the journal's Editorial Coordinator will pass it to the Production Editor and no further amendments may be made.

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, and should 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 of between 7,500 and 10,000 words, inclusive, and should be written in an accessible style which is understandable as an introduction to the subject area.

The introductory article must be sent to the Handling Editor of the Themed Issue for internal evaluation by the Editors. Only after the approval by the Editors, the introductory article can be submitted in EM.

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

- A background to 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;
- Acknowledgments – thanks to authors, the journal, etc., can be included.

Please note: the introductory article to the Themed Issue should NOT provide an overview or introduction to 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 discusses

substantive issues, intellectual debates, new research directions, and key problems within a particular policy domain.

Manuscript Requirements for Production

It is important that Guest Editors help authors to produce readable, interesting papers. However, when final manuscripts are sent to CUP for publication, 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 on the journal's website 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 in the Instructions for Authors.

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, including the use of AI tools by authors.

The Production Department

The CUP Production department is responsible for managing the journal from receipt of the accepted manuscripts to online publication as articles and issues.

Papers will be copyedited according to the journal style guide.

After a paper is accepted into production, the corresponding author will receive an email inviting them to sign their publishing license and follow the necessary steps to ensure that their article is published on an open access basis.

Proofing Procedure

After the article has been typeset, proofs will be made available to the author. The typesetter 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.

Guest Editors can request to review proofs of all articles in the Themed Issue during the proofing phase. If Guest Editors wish to review proofs, they should inform the Editorial Coordinator of this intention prior to accepting the first manuscript.

After article corrections have been received, the typesetter will revise the article and publish it online.

Guest Editors should inform the Editorial Coordinator 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.

FirstView Publication

Policy and Society publishes articles on the journal's "FirstView" article page ahead of issue publication. Articles published online around six weeks, on average, following entry to Production. Once published on FirstView, 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 typesetter will compile the issue, based on the running order provided. If Guest Editors wish to review cover proofs before publication, the Editorial Coordinator should be notified as early as possible.

Marketing and Promotion

Thematic issues will be promoted via e-alerts, social media channels, and the journal homepage; authors are also encouraged to promote their own articles via social media and through their personal networks of contacts.

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

https://www.cambridge.org/core/journals/policy-and-society/information/author-instructions/post-publication-impact