

# *Canadian Journal of Linguistics*

## *Revue canadienne de linguistique*

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### *Procedures for thematic issues*

In addition to regular issues, the *Canadian Journal of Linguistics (CJL)* publishes thematic issues of from six to eight articles that focus on a particular research area. Our experience with previous thematic issues is that it takes from 18 to 24 months from the beginning of the submission process to the actual publication. Here are the steps that must be taken in editing a thematic issue:

1. Informal Proposal: The potential guest editor(s) writes to the editor of the *CJL*, providing as much information as is available regarding the proposed thematic issue (topic, possible guest editor(s), relevance to *CJL* readership, relation to a conference/workshop if any, possible authors, overall timeframe).
2. If the proposal seems appropriate, the editor invites the potential guest editor to prepare a detailed proposal. The detailed proposal should follow the template below.
3. The editor consults with the editorial team (co-editor, book review editor, members of the editorial board as appropriate), and either accepts or rejects the proposal.
4. The editor and the guest editor agree on a detailed timeline and a target publication date (volume and issue number).
5. The guest editor solicits papers for the thematic issue, aiming to receive more submissions than will ultimately be published. Solicitation frequently takes the form of an open call for submissions, for example on the LINGUIST List or other appropriate listservs. Papers are submitted through the *CJL*'s electronic submission system.
6. The guest editor arranges for each paper to be reviewed by two reviewers, at least one of whom is at arm's length from the thematic issue, and for resubmissions to be reviewed a second time by the same reviewers, if necessary. The list of reviewers must be approved by the editor of the journal.
7. The guest editor submits the acceptable papers to the editor for final approval.
8. The editor reads the papers and the reviews, and makes the final decision on acceptance/rejection for each paper. Sometimes further arm's-length review and revision may be required.
9. Once the set of accepted papers is agreed upon, the guest editor ensures that the authors submit final versions conforming to the *CJL* style guide. Guest editors are responsible for the first round of copy-editing.

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### *Proposal template for thematic issues*

1. Topic and rationale: Why is this topic of interest to the field? Why now?
2. Target audience: Provide a list of journals and research area conferences whose members would have a scholarly interest in the thematic issue.
3. Background: For example, does the idea for this volume arise from a conference or workshop?  
NB: The journal does not publish proceedings per se, but only articles that are themselves peer-reviewed.
4. Name and contact information of guest editor(s) (no more than two, one of whom must be designated as the corresponding guest editor).
5. Plans for solicitation of articles (beyond the contributors to any conference/workshop involved).
6. Names and contact information of contributors already known, with titles of papers and 150-word abstracts.
7. List of possible reviewers of articles (both internal and arm's length).
8. Proposed timeline, including the following items:
  - a. Date of call for submissions;
  - b. Deadline for submissions;
  - c. Deadline for sending papers out for review (2-4 weeks after (b));
  - d. Deadline for receipt of reviews (4-8 weeks after (c));
  - e. Time for revisions and re-reviews (8-10 weeks after (d));
  - f. Target date for decision on acceptances/rejection by journal editor (2 weeks after (e));
  - g. Submission of copy-edited final versions by the guest editor (4-8 weeks after (f));
  - h. *CJL* copy-editing of papers (4-6 weeks);
  - i. Submission of copy-edited papers to Cambridge University Press (4 months before publication date).