Social Policy and Society: Instructions for prospective guest editors of a Themed Section

Following a change in editorial policy the annual deadline for themed section proposals has been removed. Prospective Guest Editor(s) of a Themed Section are therefore invited to submit a proposal for consideration by the Editorial Board at any time. Please note the following:

1. Prospective Guest Editors of Themed Sections must complete the Proposal template provided and submit it via the journal's online submission site at: https://mc.manuscriptcentral.com/spas. This proposal must include:

   - the envisaged title
   - the names and institutional affiliations of the proposed Guest Editor(s)
   - a rationale for the Themed Section that outlines the key issues to be explored and justifies the authors chosen (no more than two A4 pages in font size 12)
   - a list of contributors and their institutional affiliations
   - an ordered list of contents that conforms with the requirements set out in (3) below.
   - the author(s), title and a 500 word abstract of each proposed article.

2. Themed Sections must contain the following:

   - An 'Introduction', usually written by the Guest Editor(s) providing a short introductory piece to the Themed Section
   - a 'state of the art' article, which is also peer reviewed (see below for further details)
   - a set of peer reviewed articles of similar length – usually between four and six articles in total
   - a short 'Some Useful Sources' guide to key sources in the area, in the style of an annotated bibliography.

   Proposals for themed sections which draw upon only one country should endeavour to provide a comparative element, or to highlight the theoretical or empirical contribution that they make to the wider understanding of the issue or issues that they are addressing.

   'State of the art' article: Guest editors should note the importance of a high quality 'state of the art' article (not necessarily labelled as such), both for drawing potential readers into the topic of the themed section, and for providing potentially valuable information for those who might wish to explore the subject further. These articles should summarise the state of knowledge on a specific subject, and should demarcate research frontiers and identify promising areas of future research. 'State of the art' articles are also excellent reading material for teaching. These types of articles are highly successful with respect to citations and downloads.

3. The total word limit for an entire Themed Section is no more than **40,000 words**. This is to include all tables, endnotes **and** bibliographies.

4. It is the responsibility of the guest editor(s) to give guidance to individual authors regarding the length of their articles, in order to ensure that the total word count does not exceed 40,000 words.

5. Each individual article must conform to the **Instructions for contributors**. Refer to: http://journals.cambridge.org/sps/ifc

All proposals are reviewed by the Editorial Board. Guest Editors whose proposals are subsequently accepted, will be invited to publish a Themed Section in the journal. Guest Editor(s) will then receive further detailed guidance from the Managing Co-Editors about their responsibilities e.g. the required refereeing process, production deadlines etc.

Last updated August 2021