**Special Issue Proposal Form**

**Please provide the following information to enable us to consider your proposal for a Special Issue. The editorial committee will decide whether to proceed with this special issue on the basis of the information provided here, so please be as thorough as possible.**

|  |  |
| --- | --- |
| **Date of Proposal:** |  |
| **Title of Special Issue**  (must be clear and concise) |  |
| **Subtitle** (if necessary)**:** |  |
| **Volume/Issue Submission Date:** |  |

**Guest Editor/s and position/affiliation:**

(Note: There should be no more than 2 editors. Please list the names as they are to appear on the cover and title page and on all promotional material) Please **also attach Editors’ CVs.**

|  |  |
| --- | --- |
| **Guest Editor 1:** |  |
| **Guest Editor 2:** |  |

**Manuscript:**

***Please provide a provisional table of contents (including contributors with their affiliations).***

|  |  |
| --- | --- |
| **Article Title** | **Contributor(s), Affiliation(s)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Approximate Length of Speical Issue** (Number of Words)**:** |  |

**Note:** Special issues are generally in the range of 160–220 printed journal pages, and must not exceed 220 pages. This is about 75,000 words, with a maximum of 95,000 words, taking into account the use of tables and figures. We advise that a special issue consist of around 8 – 12 papers with a word limit of 9,000 for each paper.

|  |  |
| --- | --- |
| **Approximate Number of Tables/Maps/Illustrations:** |  |

*Note:* ***Tables/maps/illustrations should be kept to a minimum.***

**Responsibility:**

***The following items are the Editor’s responsibility. Please indicate who will be dealing with them, if not yourself:***

|  |  |
| --- | --- |
| **Section:** | **Person Dealing With Section**  (if not Guest Editor)**:** |
| Introduction |  |
| Conclusion |  |
| Bibliography (where appropriate, if not covered in the references or notes) |  |

|  |  |
| --- | --- |
| **Expected submission date of manuscript:** |  |

**Description:**

***Please supply a 150/200 word description of the Special Issue that is intelligible to the non-specialist.***

|  |
| --- |
| **Blurb – 150/200 words** |
|  |

In addition we sometimes need, for advertising and promotional purposes, to describe a Special Issue in brief. Please describe the scope and theme of your proposed Special Issue in one or two sentences.

|  |
| --- |
| **One or Two Descriptive Sentences:** |
|  |

|  |  |
| --- | --- |
| **Guest Editor:** | **Description of Editor/s:** |
|  |  |
|  |  |

In addition to a description of the contents, we would also like to have the description of the Editors as you would like them to appear in the Special Issue.

## Please supply details of any previous publications of the Guest Editor/s, including title/publisher/year of publication:

|  |  |  |
| --- | --- | --- |
| **Author** (which Guest Editor)**:** | **Title** | **Publisher, Year of Publication** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Marketing Information:**

***Please comment on the existing coverage of this topic in the literature and state how you see the proposed Special Issue making an original contribution to debate and/or knowledge:***

|  |
| --- |
|  |

***Competing books/collections/other special issues in the field (please supply details of title/author/publisher/year of publication):***

|  |  |  |
| --- | --- | --- |
| **Title:** | **Author/s:** | **Publisher, Year of Publication** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please list any organisations, associations/specialist sections, or conferences whose members/attendees are likely to be particularly interested in the proposed Special Issue:

|  |
| --- |
| **Interested Organisations or Conferences:** |
|  |
|  |
|  |
|  |

***Are you, or any organization with which you are connected, likely to require bulk quantities of the Special Issue? (If so, please provide contact details):***

|  |
| --- |
|  |

*Contact Information:*

|  |  |
| --- | --- |
| **Editor 1:** |  |
| **Address:** |  |
| **Email:** |  |
| **Telephone:** |  |
| **Fax:** |  |
| **Date of Birth:** |  |

|  |  |
| --- | --- |
| **Editor 2:** |  |
| **Address:** |  |
| **Email:** |  |
| **Telephone:** |  |
| **Fax:** |  |
| **Date of Birth:** |  |

**On Completion:**

Thank you for completing this proposal form. We will let you know as soon as possible if the proposal has been accepted for publication as a special issue of the journal.