

Guest Edited Issue Guidelines

Introduction

Feminist Review welcomes proposals for Guest Edited Issues of the journal, and works closely with colleagues to prepare issues for publication.

Guest Edited Issues usefully address key or emergent issues in feminist studies with a consistent theme and editorial direction. We are keen to involve colleagues from outside the Feminist Review Collective in the journal in this way, so that we can move beyond our own areas of expertise and visions for {Feminist Review}. But before submitting a proposal, we ask that potential guest editors carefully consider several aspects of the process. This will ensure we can give you a response quickly, and avoid misunderstanding down the line.

The first thing to consider is that, if Feminist Review takes on your proposed Guest Edited Issue, you will be working closely with one or two members of the editorial collective. Because we are a collective, we take an active role in all our published issues, sometimes more active than guest edited issue editors expect! For example, one or more of us will read and comment on all the submissions, much like the guest edited issues editors themselves. This is a lot of work, of course, and may mean that one or more of us will be named as a co-editor or associate editor on the issue. If you want absolute control over the guest edited issue yourself, and do not want to work this closely with the collective, this may not be the right place to publish your issue.

The second aspect of the process that differs from some other journals is that all manuscripts must be submitted to the Feminist Review office, where the Assistant Editor will manage the peer review process. This helps us all keep track of how far things have got, and enables us to work with guest edited issue editors to ensure that the agreed timetable is kept to. So from the submission of the first manuscripts to the final publication, the guest edited issue will be administered by the Feminist Review office. It is also worth noting that publishing timelines need to take account of several rounds of peer reviewing, and of the fact that there may not be an available 'production slot' for your issue available until some time in the future.

What you need to do next

The first stage is to submit a proposal to the Feminist Review office. You can send this via email to feminist-review@londonmet.ac.uk. This needs to be quite a full account of the proposed guest edited issue, including an introductory rationale, locating the issue within the overall remit of the journal. You might want to consider

how the guest edited issue will advance the aims of the journal, for example, or will address questions not fully considered by Feminist Review in recent years. On the other hand, a successful guest edited issue might take up concerns already touched on in the journal, extending or reflecting on them in important ways. In addition, a list of proposed contributors, together with abstracts of their articles needs to be included. It is also helpful to have a sense of how developed the guest edited issue is already – have the papers already been given at a conference, for example, or do they need to be written from scratch?

Your proposal will be considered at the next Feminist Review collective meeting, which may be a couple of months away. The collective needs to discuss the guest edited issue in relation to other proposed and scheduled issues, and the overall direction of the journal, so the decision cannot be made more quickly than this (of course, the next meeting might also be imminent). We will get back to you with our decision, or with further suggestions for revising the proposal, as soon as possible after that. If your proposal is successful, we will also give you a provisional date for publication at this stage, and let you know which collective editor(s) will be working with you on the issue. If we are unable to give you a positive response, we'll let you know this too, and also offer you a clear sense of the reasons for our decision.

Thing to bear in mind

All pieces in guest edited issues should be original contributions not published elsewhere, in English or in another language, at the time of publication. Copyright for all articles remains with Feminist Review.

Feminist Review has final editorial control over guest edited issues, which means that the ultimate decision about inclusion of a given piece or the guest edited issue as a whole rests with us, even once we have accepted a proposal.

Moving Forward: Guest Edited Issue process

Once we've started working with you on the guest edited issue, you'll be in regular contact with both the Feminist Review Assistant Editor, and the collective editor(s) working with you on the issue. It's really important that you respond to emails or phone calls as soon as possible, and that you keep us updated if your circumstances change, or you are encountering any difficulties. Most problems can be sorted out, in our experience, provided they are caught early on.

Here are some key processes to bear in mind:

- The first thing that will happen is that a timeline will be established between you, the office and the collective editor(s). You'll also be asked to

think about the balance of the issue, particularly with respect to including some Open Space pieces in the issue if possible. Open Space pieces include works-in-progress, reports, poetry, essays, stories, visual art, experiments and so on. They are not peer reviewed, but are looked at by members of the editorial team.

- At a certain point, material will start to come in (not necessarily all at the same time), and this needs to be submitted to the office in all cases. All work will be sent to and read by guest edited issue editors and the collective editor(s) in the first instance, who will make an initial decision about whether or not the article should be sent out for peer review; this process should take about two weeks. We ask guest edited issue editors to ensure that contributors submit work according to our online guidelines and in the correct format, together with full contact details, a biography, keywords and an abstract for all copy. Full submission guidelines can be found on our website.
- Academic articles that the editors want to take forward will need to be read by at least 2 external reviewers in the first instance. Both authors and reviewers remain anonymous throughout. Not everyone is willing to do this work, and so we usually need to ask at least 4 people to do this to ensure that we receive 2 positive responses. In all, the peer review process realistically takes 6-8 weeks. We ask that you suggest peer reviewers for each article to avoid delay. Feminist Review can also suggest reviewers, but part of the expectation of guest edited issue editors is that they are experts in the area concerned. Do talk to us about this if the process is unclear.
- Feedback on the basis of reviews and editorial engagement is then sent via the office to contributors. Submissions may be rejected, accepted, or a range of changes may be required. There is a special form that Feminist Review uses for reports to authors, with the range of responses clearly indicated. Reports should come to the Feminist Review office from the guest edited issue editors, integrating reviewer feedback, collective editor(s) feedback and their own comments. Reports should clearly state expected turnaround times where applicable, and resubmissions sent via the office once again. Usually, we allow authors between 1 and 3 months to revise their manuscripts (depending on what revisions have been suggested), after which the article may be sent back to the original reviewer for their opinion.
- Eventually, and usually with several stages of revisions for some pieces, the guest edited issue will be finalised and be sent to the publishers for copyedits and proofs to be prepared. We ask that guest edited issue editors remain available to read proofs should individual authors not be contactable at this stage.

