**Guidelines for Special Issue Proposals**

*Journal of Education for Multilingualism*

**General Submission Guidelines**

Proposals for special issues should include the following information:

* Name(s) and CV(s) of the Guest Editor(s)
* A clear and succinct description of the special issue’s theme (300-500 words), including how the proposed issue fits with the aims and scope of JEM
* Contributing authors’ names, paper titles and abstracts (max. 250 words)
* A timeline that shows the review process and publication of the special issue (e.g., abstract submissions to the guest editor(s), invitations to submit full manuscripts, initial manuscript submissions to the guest editor(s), completion of the first/second rounds of reviews, submission of the completed manuscripts to JEM)

**Selection Criteria**

Judgments on special issue proposals are made by the Editor-in-Chief, and informed by:

* the proposed Guest Editor(s)’ involvement in the specific research field to which the special issue speaks
* the Guest Editor(s)’ experience in reviewing and editing academic publications
* the timeliness of the proposed topic(s)
* the degree of detail about the aims and content of the special issue and the authors and papers to be included
* clarity and feasibility of the time frame
* originality and quality of the papers
* All papers must be original work (not published elsewhere). If papers from a conference are to be included in a special issue, those need to be substantially reworked so that they align with the theme.
* All papers will undergo review before being accepted for publication, irrespective of invitations to contribute a paper to the special issue and/or an author’s or a guest editor’s academic reputation.

**Guest Editorial Roles**

* Developing time frame: The Editor-in-Chief and Guest Editor(s) negotiate a time frame for the delivery of the content. Guest Editor(s) need to keep the Editor-in-Chief informed about the progress of the special issue and of any problems or delays that arise. The publication date will be determined once all manuscripts have gone through the full review process and are prepared for production.
* Preparing copies to be provided: Guest Editor(s) are required to coordinate all the information required for publication, namely, bios, addresses, keywords and so forth as well as the main content of manuscripts.
* Ensuring adherence to the journal’s style and orientation: It is the responsibility of Guest Editor(s) to draw the attention of contributing authors to JEM’s style and orientation, as specified in JEM’s website (i.e. aims and scope statement and instructions for authors), and to ensure that submitted material adheres to this style. Other considerations include:
* Length: JEM adheres to strict word-limit budgets and most published manuscripts fit in the word range (6,000-10,000 words). The Guest Editor(s) should coordinate individual contributions to ensure that this overall limit is not exceeded.
* Review process: The Guest Editor(s) is responsible for collecting and managing the manuscripts, including selecting two reviewers per manuscript. First, full manuscripts must be submitted to and internally reviewed by the Guest Editor(s). This internal review will be followed by a masked external review. Second, the included manuscripts will be submitted by the Guest Editor(s) to the Editor-in-Chief for further review by the editorial board.

**Notes**

* The decision to publish all or any part of a special issue remains at the discretion of the Editor-in-Chief.
* To propose a special issue, please send the materials and information requested above to the Editor-in-Chief (huysal9@gmail.com) with the subject heading “JEM Special Issue Proposal.”
* There is no deadline to submit special issue proposals unless specified in the call for guest editor(s). However, potential guest editor(s) are encouraged to consider the time for the review of their proposal as well as the subsequent steps to take for the publication of their project in the case of its acceptance.