

VISUAL COMMUNICATION



GUIDELINES FOR SPECIAL ISSUES

Visual Communication generally includes one special issue in each annual volume. We therefore welcome submissions of outlines for thematically focused issues with a specific topic or research question. The journal's advisory board supports the editors in choosing and evaluating convincing proposals for special issues according to the journal's vision and aims.

The following guidelines provide information about the development and production of special issues with *Visual Communication*. In all cases, we encourage you to discuss your ideas and suggestions with the responsible contact person and editor of *Visual Communication*, Janina Wildfeuer (j.wildfeuer@rug.nl).

If you are interested in being a guest editor for a special issue with *Visual Communication*, please follow the instructions as outlined below:

- First ideas and suggestions for a special issue should be formulated as an initial proposal with a brief outline rationale, comments on the issue's relevance to the journal's readership, and a list of names of potential contributors. Please send this to Janina Wildfeuer (j.wildfeuer@rug.nl) to initiate the communication.
- During the whole process, the guest editors will be responsible for the special issue and the contributions by various authors as well as all communication with them. They will select individual authors and topics and possibly also announce their planned special issue with an open call for papers which recruits contributors from various disciplines and research areas. In doing so, they should keep in mind that every special issue will undergo the double-blind peer review process *Visual Communication* offers for every manuscript.
- If the first proposal is accepted, the guest editors will be asked to prepare a more comprehensive proposal of approximately 10 pages, including two parts: The first 3-4 pages should address the specific aims and objectives of the special issue, its main strengths and particularities with regard to other issues and its relevance to the journal and the respective research content. It should also give details about the research background of the guest editors and their publication experience and confirm the delivery date for the submission of the issue. The next 5-6 pages should include abstracts for all planned contributions to the issue featuring details about the research questions and the direction of the respective paper, its theoretical, methodological or empirical orientation, the analysed data, etc.
- The full proposal for the special issue will then be reviewed by the editors of *Visual Communication* with support from members of the advisory board.

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- If the proposal is accepted, the guest editors will organize the preparation of the manuscripts as well as the editorial for submission via the ScholarOne Manuscript system following the journal guidelines.
- Each special issue is limited to 128 pages, i.e. 5-6 papers à 20-25 pages. Final manuscripts must be submitted 6 months prior to the commencement of the publication schedule. Special issues are usually published as the third issue per year – with a final and stringent deadline to be sent to production by March. This is varied only under exceptional circumstances
- All contributions to a special issue will undergo the double-blind peer review process *Visual Communication* undertakes for every manuscript submitted. For this, the guest editor(s) are expected to provide a list of appropriate reviewers for each contribution. The editor, Janina Wildfeuer, will coordinate the process in the online system and provide access to the reviews, so that the guest editors can correspond with individual authors.
- Subsequent to the first review stage of the individual manuscripts, guest editors will submit a guest editorial for the special issue which will be reviewed by the editors of the journal.
- The editors of *Visual Communication* reserve the right to reject a contribution to the special issue, even after the review stage, if it is not of acceptable standard.

Queries should be addressed to Janina Wildfeuer, Editor of *Visual Communication*: j.wildfeuer@rug.nl.