Submission guidelines
The BJPIR is the leading international UK-based journal in its subject areas.¹ The BJPIR’s editorial home is the University of Edinburgh, rated 23rd amongst universities globally according to QS World University Rankings for 2018/19.

The BJPIR has always received a large number of Special Issue proposals each year. However, we now consider submissions in a ‘gathered field’ for each available special issue slot, according to a set deadline (of 1st March). After that date (within 4-6 weeks), we will convene a meeting of our Board of Consultant Editors to choose a proposal for publication.

We welcome proposals in all areas covered by the BJPIR.² However, the dearth of open calls by leading IR journals for special issues on international relations – and the BJPIR’s high IR ranking – lead us especially to welcome proposals that gather together innovative, cutting edge research on IR.

Any proposal should designate one or more guest editors, who will take responsibility (in all ways) for the timely delivery of a full range of articles on a designated theme (each formatted according to BJPIR specifications³). A proposal may contain as many as 13/14 individual articles at maximum; but we also welcome proposals containing fewer articles (generally with a minimum of 5) for ‘Special Sections’.

¹ According to multiple metrics. The BJPIR’s most recent impact factor (1.543) ranks it 31st of 85 IR journals and 64th of 169 in Political Science.
Experience suggests that **12-18 months** may be required between acceptance of a proposal and the planned publication of a Special Issue/Section. The editorial team are happy to give informal advice in advance of a formal submission. At the discretion of our Board of Consultant Editors, one or more proposals that are not selected after the submission deadline may be considered along with other proposals for the next vacant slot.

The *BJPIR* has an editorial budget that may help **fund a workshop** that brings together contributors to a Special Issue/Section. However, we would normally expect that guest editors and contributors to a Special Issue/Section proposal would already have developed plans and their own funding to facilitate exchange and comments on drafts, such as via a conference panel. In any case, the *BJPIR* is restricted to providing matching funds to support workshops that have secured funding from other sources.

**A formal proposal should contain the following:**

- **Title** of the proposed Special Issue/Section.
- Names, contact details, and positions of the proposed **Guest Editor(s)** together with brief biographical details.
- A brief description (500 words) of the **rationale** behind the proposal, its planned scope, its innovative nature in the context of existing work, and its likely appeal to readers not specializing in the particular field (for example the Special Issue/Section’s broader theoretical or methodological focus).
- Names and position of **each proposed contributor** and a 150-word abstract of their paper. (It is appreciated that draft abstracts are often indicative, but it is important that contributors are ‘signed up’ and not simply on a wish list!). Since all of the papers for the Special Issue will be subject to standard peer review, aspiring guest editors may want to factor in – and make contributors aware - that all papers may not make it through that process. We thus encourage SI submissions containing more than 8 paper proposals.
- Details of project management ‘**milestones**’ such as any workshops that are planned, date by which first and subsequent drafts are to be submitted, time allowed for the refereeing process, and so on (the Editors are happy to advise on these matters, but it is best to assume that some authors and referees may not adhere to your timetable!).
- **The planned word count** of each paper (8000 words is an absolute maximum for all articles in the *BJPIR*) and confirmation that the total word count for a proposed Special Issue will not exceed a maximum of approximately 100,000 words including refs, notes, diagrams and tables.

Special issues are managed, on a day to day basis, by the Guest Editor(s), via the **ScholarOne** online submission and review system used by *BJPIR*, with the full support of the *BJPIR* editorial office. Normal *BJPIR* refereeing procedures (at least two referees per paper) apply. Guest Editor(s) will be required to sign a (standard) formal publishing agreement with our publisher (SAGE) once a proposal has been accepted by the Editors.

In case of further questions, please feel free to get in touch: [bjpir@ed.ac.uk](mailto:bjpir@ed.ac.uk).