

## *Gender & Society* Guidelines for Guest-Edited Special Issues<sup>1</sup>

*Gender & Society* occasionally – but not frequently – publishes special issues that address the goals and mission of the journal and Sociologists for Women in Society by covering a new area of scholarship, presenting debates on a current “hot topic” in feminist scholarship, or revitalizing previous coverage on a gender-related issue. The proposal will be peer-reviewed, with the ultimate decision conveyed by the editor of *G&S* after consultation with the Publications Committee. Decisions will be based on multiple concerns including, but not limited to, the intellectual justification for the special issue, the perceived ability of the guest editor(s) to complete the project in a timely way, and the perceived impact of the special issue on the overall quality of the journal. The editor may, at their discretion, request revisions of the proposal.

Special issues will generally be six papers (one issue); if fewer than three papers are chosen to be published through the peer-review process, the special issue will become a “symposium.” Special issues can only be proposed by and guest edited by members of the *Gender & Society* editorial board. If a team, at least one guest editor must be a member of the editorial board (at the time of submission of the proposal), and all guest editors must be members of *Sociologists for Women in Society*. If SWS members wish to propose special issue of the journal, they need to contact members of the current editorial board with whom they would like to partner and construct the proposal collaboratively. Special issues for *Gender & Society* cannot result from a conference, workshop, or other event. All special issues are advertised through an open call for papers, with only the very best papers ultimately chosen for publication in the journal.

Each special issue grows out of a short proposal (less than five pages), as well as the guest editors’ curriculum vitae:

- Proposed title, and description of the special issue coverage, describing previous literature in the field, as well as summary of any previous *G&S* coverage on those issues.
- Rationale for the importance of the topic, including new developments in the area, particularly as they pertain to gender theory.
- Name and affiliation of guest editors, including confirmation of their membership in SWS, and at least one guest editor’s current role as an editorial board member.
- “Call for Papers” that is no more than 1 page long, and list of where the Call for Papers would be advertised (see below).
- Timeline. Assume a minimum of 21 months between the original call for papers and publication date. This includes six months for the call for papers to be circulated, three months for the first round submissions/reviews, two months for revisions by authors, three months for the resubmissions/reviews, one month to complete acceptance-copyediting-forms, and six months between the issue’s submission to Sage Publications and its publication. A

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<sup>1</sup> These guidelines were developed and updated by:

Christine E. Bose, March 2004

Revised by Christine Williams, May 2006

Revised by Joya Misra & SWS Publications Committee, February 2013

Reviewed and revised by Barbara Risman and SWS Publications Committee, August 2020

reasonable timeline, and the guest editors' assurances that they recognize the importance of working quickly to suggest reviewers and write decisions letters is critical to a successful proposal.

#### Decisions on Special Issue Proposals:

In the *formative* stages, the editor and Publications Committee will provide their feedback on the ideas included in the proposal. The aim is to ensure that the special issue will draw in new readers by expanding the journal's coverage, covering a current "hot topic," or revitalizing previous coverage on some issue—in essence, how the issue will extend scholarship in the field. The editor and the Publications Committee may recommend that the topic be expanded to gain broader coverage or, alternatively, narrowed to obtain a more focused issue. The Publications Committee will also consider the proposal in terms of the scheduling/spacing of special issues. Currently, *Gender & Society* receives more than 500 submissions each year, despite being able to publish only approximately 32 papers. Since special issues reduce the number of regular submissions that can be published, *Gender & Society* publishes relatively few special issues; proposals for special issues, therefore, need to be strong and convincing.

Next, the proposal will be submitted formally to the editor and the SWS Publications Committee co-chairs. The proposal will be reviewed and a decision made either to approve or disapprove by the SWS Publications Committee which gathers at the Winter and Summer SWS meetings. At the discretion of the Publications Committee Co-Chairs, decisions may be made via electronic consultation in between regular meetings. This is most likely when a guest-edited issue proposal has been revised and resubmitted to them.

#### Advertising the Call for Papers:

The Call for Papers will be published in one or more *Gender & Society* issues. Sage needs at least 6-8 weeks notice to include the Call for Papers in an issue. Sage will also place the Call for Papers in their own other relevant publications, media outlets, and on the *G&S/Sage* website. The Call for Papers will be posted on to the SWS listserv, the SWS website and relevant social media outlets. The Guest Editors should also plan to advertise the Call for Papers through their relevant networks, other listservs, and allied professional associations, with some of these located outside of North America.

#### Working with the Journal Editor:

- All manuscripts are submitted to the *Gender & Society* journal via Manuscript Central. Manuscripts that do not "fit" the criteria for a special issue may be considered for a regular issue, at the Guest Editors' and Editor's discretion.
- All decision letters are written by the Editor, with consultation from the Guest Editors whose commentary is incorporated into the decision letter.
- Special issues will typically include six papers; these papers must meet the normal formatting and length requirements for the journal.
- Initial manuscript reviewers will include two regular *Gender & Society* reviewers and one review from a guest editor. Guest editors may choose to divide this labor, each doing half the

manuscripts, or may submit a single combined review for each manuscript. Guest editors will know who the authors are, because they will have a submission list, but outside reviewers will not. Guest editors will see and draw from the two outside reviews for each manuscript.

- Manuscripts that receive a “revise and resubmit” decision on the first round will go out for a second review when they are resubmitted. At this stage, there will be one regular outside reviewer and the guest editors’ review.
- Once a time frame is firm, often by the end of the first round of reviews, both guest editors and authors must hold to the agreed upon time frame. Late papers will not necessarily be included in the special issue, or published in the journal at a later date, though they may be considered for publication.