

Submitting a Special Issue Proposal for consideration in *Memory Studies*

Thank you for your interest in publishing with us. Before submitting a full proposal, please first send an outline of your idea and rough timescale to the editorial assistant at: memorystudiesjournal@gmail.com. When considering proposing a special issue to *Memory Studies*, please ensure your proposal is coherent and has a clear rationale for why this batch of papers should go together.

This will enable us to provide a relatively quick decision on whether to invite you to submit a full proposal or not (i.e. whether the idea fits with the scope of the journal) and also to indicate a timescale, should a full proposal be accepted. Regrettably, there are periods when we have to turn away all special issue proposals owing to the number already commissioned and the number currently under review.

If you have been invited to submit a full proposal then please read these guidelines carefully and provide all of the information requested. Please also see the list of previous and forthcoming special issues available here: <http://mss.sagepub.com/>.

Full proposals should be submitted at least 18 months before the proposed publication date. The final submission deadline for all and final content to be sent to our publishers (SAGE) is six months prior to the Issue date. Please note, unlike our standard issues, SAGE do not allow us to publish special issue content in advance in 'Online First'.

All proposals must include:

- **Title** of Special Issue
- **Name(s), affiliation(s) and a short CV** of the proposed editor(s).
- A **rationale** setting out the how the issue will speak to the journal's themes and scope (<http://www.sagepub.com/journalsProdDesc.nav?prodId=Journal201801#tabview=titl>). How will this issue make an original and timely contribution to the field? Why now? Which readerships of the journal will it appeal to (primary and secondary)?
- Issue **structure**: What types of contributions are being proposed? We encourage contributors to be innovative in planning the issue. So, in addition to the traditional article form and an editorial, what other content will be included: commentary, round-table discussions, images?
- You may also wish to provide the **book-review** section on the same theme as the issue. Please let us know in the proposal if so, otherwise we will add our usual generic book reviews to the issue.
- Provide a list of the **contributors** and a paragraph each on their affiliation/biography, as well as the titles, abstracts, and lengths of their proposed contributions. Where a given author has published extensively on a subject already, please indicate the new and original contribution to be made by the proposed paper.
- Finally, what networks, organizations, conferences or other vehicles can you suggest through which the special issue could be marketed?

Other important information

The maximum extent of any special issue (including all content, references, bibliographies,

biographies etc., but excluding book reviews) is **65,000** words. Images, tables and other figures will reduce the amount of words available. For example, each half page image or table would reduce the word space available by at least 325 words. The maximum extent includes the editorial.

Refereeing

Journal policy is that all essays are blind-reviewed by a minimum of **two** independent referees. The selection of reviewers is at the discretion of the special issue editor(s), but we can of course send you a review request pro-forma. Please note that we will monitor the review process and reserve the right to intervene when necessary.

Permissions

All permissions and author agreements including copyright (for example permissions if you plan to include any images) are the responsibility of the special issue editors to arrange.

Other information on process will be provided if your special issue proposal is accepted.

What happens now?

Your proposal will be sent out to at least one external reviewer. That review will be circulated in the first instance to the four editors of Memory Studies who will then reach a collective decision which will be sent to you (along with the review) as soon as possible.

Please send your proposal and any further questions you may have to:
memorystudiesjournal@gmail.com.