

Guidelines for submitting a special issue proposal to *Space and Culture*

Aims & Scope:

Space and Culture is an interdisciplinary journal that fosters the publication of reflections on a wide range of socio-spatial arenas such as the home, the built environment, architecture, urbanism, and geopolitics. It covers Sociology, in particular, Qualitative Sociology and Contemporary Ethnography; Communications, in particular, Media Studies and the Internet; Cultural Studies; Urban Studies; Urban and Human Geography; Architecture; Anthropology; and Consumer Research. Articles on the application of contemporary theoretical debates in cultural studies, discourse analysis, virtual identities, virtual citizenship, migrant and diasporic identities, and case studies are encouraged

Special issues:

Special issues of *Space & Culture* are welcomed in the areas flagged above.

All special issues need to address the central concerns of the journal, which is to explore cutting-edge questions of spatiality and materiality by connecting conceptual analysis with empirical work.

The guest editors need to be able to

- explain in their framing of the issue exactly what their approach contributes to current debates
- how and why this topic is going to be addressed by the individual contributions.

Where relevant, the journal encourages the scope of special issues to encompass geographic and other forms of diversity, with perspectives from the global South of special interest.

Individual articles therefore also should

- be able to demonstrate how understandings of space will be advanced via their own novel empirical projects.
- fulfil all the normal requirements of any individual *Space & Culture* article,
- be of relevance to a wide international and multidisciplinary readership.

Authors should note that the same criteria of **quality, originality, and significance** apply to articles in special issues as to regular articles and all individual articles will be peer-reviewed.

For themes and types of collections of previously published special issues, please consult the journal's homepage: <https://journals.sagepub.com/loi/sac>

Please note that we usually have upcoming publication schedules planned well in advance, and general submissions may take priority. Special issues may therefore take some time to come out.

Please see over the page for more information on how to prepare a special issue proposal.

1. Initial proposal and agreement in principle

All special issues should be discussed with the journal's editor before the papers are submitted. Proposals should be emailed to the journal's editorial office at Space and Culture spaceandculture.ku@gmail.com.

Proposals should take the following format:

1.1. *For pre-planned special-issues*

- **A detailed formal proposal which includes the titles and abstracts of the proposed articles (where a group of papers in relation to the theme of the special issue has already been developed).**

This proposal format must contain:

- The title of the special issue.
- A brief CV of the proposed guest editors (usually no more than three).
- A statement of the special issue's significance for *Space & Culture* and a draft introduction if possible.
- Titles and draft abstracts of each of the proposed articles and any draft papers that are available. Preferably, there should be at least 8-10 proposed articles to allow for possible rejections.
- Brief details of contributors.
- An overview of the projected timetable.

1.2. *For calls for papers*

- **A formal proposal which includes the call for papers and a description of the relation between the call and the scope of the journal**

This proposal format must contain:

- The title of the special issue.
- A brief CV of the proposed guest editors (usually no more than three).
- A statement of the special issue's significance for *Space & Culture* and a draft introduction if possible.
- The call for papers (usually one to two pages) as proposed by the guest editors
- An estimation on the expected scope of the special issue
- An overview of the projected timetable.

The editorial board will consider whether the initial proposal is of interest to the journal and the proposed guest editors will be informed whether or not it will be granted agreement in principle to proceed. If the board decides to go ahead, a specific upcoming volume and issue of the journal will be allocated and publication timelines agreed upon at this time.

The editor-in-chief will then appoint one of the editorial board to assume responsibility for the sponsorship of a special issue. Guest editors are expected to oversee the peer review process for the special issue but final acceptance approval for each paper will be given by the sponsoring editorial board member.

The editorial board member and guest editors will liaise directly with each other regarding progress of the special issue and any queries that arise throughout the process.

2. The review process and editorial procedure

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After agreement in principle, the guest editors consider the articles and, when they are satisfied that they meet the appropriate standard of **quality, originality, and significance**, instruct the authors to submit their papers via *Space & Culture's* online submission system. Guest editors should make it clear to authors that being invited to submit a paper is not a guarantee of its publication. Authors should include information about the appropriate special issue on the title page of their submission. The submitted papers will then be available within the online system for guest editors to send out for double blind peer review. Sponsoring editors are available to assist should there be any doubt about a course of action to take.

For all Special Issues please note that:

- The editors may wish to take a first look at all papers submitted to a special issue and can reject papers without review on the basis of **quality, originality, or significance**, or ask for further revisions to be made prior to review.
- The double-blind peer review of each paper is carried out in the normal manner via the journal's online submission and peer review system by the guest editor. Once reviews are returned the guest editor will need to take a provisional decision and this will be communicated to the sponsoring editor for their confirmation of decision. Should the sponsoring editor not agree with the acceptance decision proposed, the guest editor may appeal at this point if wished.
- As articles start to be accepted the guest editors will be prompted to start finalising an introductory article (which will be original and not previously published) to be submitted no later than 2 weeks after the acceptance of the last article in the issue. This introduction should set the scene and provide the premise for the special issue referencing the articles included within. Authors will be sent proofs to check during this time.
- It should be noted that during the review process, the sponsoring editor can reject individual papers, or, in consultation with the editor-in-chief, the special issue as a whole, if it does not meet quality standards. If fewer articles than anticipated are accepted, a part-special issue may be proposed by the sponsoring editor, or a grouped publication of articles without an introduction.
- After each article has been accepted and proofs checked by the authors it will be published and be citable on OnlineFirst as an 'Article in Press' until the full special issue is accepted and complete.
- The editor-in-chief will adjudicate on any disagreements that arise during the editorial process.

3. General information

Number of articles

As a general guide, a full special issue should comprise of approximately 6-8 articles. Where the review process results in fewer articles than this a part-Special Issue or Special Section can be published.

Timetable

Authors should work to clear deadlines set by the guest editors and Editorial board, and be made aware that if they miss deadlines for submission, revisions or return of proofs then their papers may be excluded from the Special Issue so as not to disadvantage other authors.