

Law & Policy Special Issues: Guidelines for Guest Editors

The journal focuses on research papers and essays that promote interdisciplinary dialogue about the governmental and regulatory activities of state and non-state actors. It is multidisciplinary in approach and international in scope. We encourage papers that interrogate law and governance within a broad range of policy domains, and welcome creative theoretical perspectives, as well as discussions of empirical research. In a special issue, differing types of material can be incorporated, for example, articles and short comments. Proposals for special issues should be submitted to the editors via the editorial office.

Policies on Special Issues

Given the limits on space within the journal, preference for special issues is given to proposals for particularly timely, coherent, or noteworthy research. Topics should be of interest to a broad audience, not simply a narrow group of specialists. Once a proposal is accepted for review, we encourage guest editors to have a call for papers to solicit manuscripts. This may enhance the disciplinary and geographic range of contributors.

Law & Policy emphasizes the importance of coherence within a special issue.

Papers need to be well-integrated within the common theme. To pursue this, guest editors need to be prepared to exert the strictest editorial control to maintain the highest academic standards. The editors do not promise publication to an author submitting an article but make it contingent upon acceptance by the guest editor and the concurrence of the journal's general editors.

Editors and Publishers

The editorial offices of *Law & Policy* are located in the Baldy Center for Law and Social Policy at the State University of New York at Buffalo. The journal is under the general co-editorship of Fiona Haines, University of Melbourne, Nancy Reichman, University of Denver, and Colin Scott, University College Dublin. The journal's managing editor, Marc Davies leads the on-site editorial team of student editors. The editorial staff manages the day-to-day functions of the journal, including administration of the journal's Manuscript Central website. Copyediting and all production aspects of publication are handled by the publisher, Wiley-Blackwell.

Issue Size

The page count for a single issue is approximately 132 typeset *Law & Policy* pages, which usually translates as four to six articles between 30 and 40 pages in length, and an introduction. Including the introduction, the page extent should not exceed 215 double-

spaced typed (12-point type) pages. The editors reserve the right to hold back an article for publication to enable the issue to fall within the page limit of the issue.

Guest Editor Contributions and Introductory Articles

Guest editors are asked to provide an introduction that frames the issue, situates the topic within the literature, and synthesizes the articles presented in the issue. Also, the guest editor is invited to contribute a substantive article to the special issue. Guest editor contributions are subject to the same review process (outlined below) as the other articles accepted for consideration.

Submission and Review

Submissions

Submissions should be uploaded to the journal's Manuscript Central website at: <http://mc.manuscriptcentral.com/lawpol>. Hardcopy submissions may be made to the editorial office by those without access to the Web. The most recent details about submission format can be found on the Web at www.law.buffalo.edu/baldycenter/lawandpolicy.htm, in the cover information of the journal from volume 29 forward, or from the editorial offices.

Style

Text, including endnotes and references, should be double-spaced in 12-point, Times Roman type with one-inch margins. Endnotes, references, tables and graphs should follow the main body of the text. Articles should use the author-date citation system. Endnotes (not footnotes) are used only for substantive comments and additional references not immediately relevant to the text. The style rules generally conform to the *Chicago Manual of Style*. Our in-house style sheet is available from the office or on-line at <http://www.law.buffalo.edu/baldycenter/lawandpolicy.htm>.

Review Process

Articles accepted for review undergo a double-blind review process that is administered by the *Law & Policy* editorial office in coordination with the guest editor using *Law & Policy*'s Manuscript Central website for submission and review. Guest editors are asked to provide the names and e-mail addresses of five prospective reviewers for each manuscript. We suggest either creating a panel of reviewers who evaluate multiple manuscripts or sending each manuscript to a separate set of reviewers. In either case, each manuscript should receive comments by at least three appropriate scholars.

Once the last of the reviews for the special issue manuscripts have been received, the guest editor and the *Law & Policy* editors confer on the appropriate publication decision for each manuscript and for the special issue as a whole. Guest editors are asked to provide their recommendations to the journal editors who make the decision whether a manuscript should be accepted, revised, or rejected.

In a letter from the *Law & Policy* editors, each author is informed of the post-review decision and provided with comments from the reviewers and guidance on revisions from the guest editor.

The journal asks authors to return their final revised manuscript and supporting materials within a designated period. The guest editor is responsible for ensuring that the requested revisions have been undertaken.

Upon receiving the comments of the guest editor, the *Law & Policy* editors undertake a final review of the manuscripts and the guest editor's introductory article. The *Law & Policy* editors reserve the right to exercise final editorial judgment over any article in a special or symposium issue.

Timetable

A special issue publication normally requires about 10-12 months to complete. The review and revision stages require about 20-23 weeks but can vary broadly depending on the condition of the original submissions, the extent of the revisions required and the timely return of reviews. The active involvement of guest editors can help shorten this period.

In addition to the review and revision stages, the publisher requires about 16 weeks for copyediting and production work. Refer to the tables below for approximate timeframes.

Review & Revision

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| Soliciting and Collecting Reviews | 6-10 weeks |
| Evaluating Reviews and Determining Suitability | 2 weeks |
| Contacting Authors and Author Revisions | 4-5 weeks |
| Review of Revisions by Guest Editor | 2 weeks |
| Review by <i>Law & Policy</i> Editors | <u>2 weeks</u> |
| | 20-23 weeks |

Copyedit & Production

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| Copyediting | 4 weeks |
| Typesetting and Revision | 8 weeks |
| Final Corrections, Printing, and Distribution | <u>4 weeks</u> |
| | 16 weeks |

Publication

Special issues are generally not assigned to a volume until after the final editorial decision has been made and the timeline for revision and a production schedule can be established. Assignments are made according to availability within the publication cycle.



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