

Feminist Economics
**PROPOSALS FOR SPECIAL ISSUE AND OTHER SPECIAL FORMATS:
SUBMISSION PROCEDURES
December 2016**

Feminist Economics special issues to provide a means of showcasing groups of articles on the same topic or theme. They are very important to the journal, as they catalyze research in unexplored areas, attract work from new contributors, benefit fundraising efforts, and help *Feminist Economics* achieve a greater international orientation. Only one special issue is published per year, except in unusual circumstances.

The journal publishes articles online in advance of print publication. Special issues are published online in October or sooner and in print the following April as the second issue of the year. (An issue released in April 2016, for example, would appear online by October 2015.) This timing accords with the publisher's requirements and also increases citations to the journal, which are counted in determining its impact and rank statistics. The journal has a special arrangement with Routledge to publish special issues as books, conditional on submission of a proposal and publisher acceptance. Ideas for special issues are welcome and should be developed according to the guidelines below.

Proposal

For a special issue to move forward, a short proposal should be submitted for discussion by the associate editors at one of their two annual meetings. To be fully considered, proposals should include the following components:

1. Title of Proposed Issue
2. Description -- one or two paragraphs
3. Sample Paper Topics
4. Proposed Guest Editors -- at least one must be an AE
5. Possible Funders to Approach
6. Optional: Possible Members of an Advisory Committee

Call for Papers

Once a proposal is approved and Guest Editors are appointed, an open call for papers is issued in the journal and online. Guest Editors are also encouraged to circulate proposals more broadly. Calls for papers follow a specific format and are typically modified in response to input from the Associate Editors and from the journal's Editors. The call outlines the theme of the issue and lists some key potential paper topics. It also sets deadlines for receiving abstracts (500 words maximum) and for the submissions of papers.

Timeline

To be released on schedule, special issues must follow publication timelines. The Guest Editors must work closely with the journal Editors and journal office to establish and agree on a full publication timeline. While some flexibility can be built into the deadlines, others such as online publication date and final publication are firm.

Manuscript Central

All submissions to *Feminist Economics*, including those for special issues, are made through Manuscript Central. Journal procedure is to establish a user identity that Guest Editors use jointly as they work on their issues via Manuscript Central. This user identity will be based on a Gmail account that Guest Editors can jointly use to communicate with authors and reviewers. Although Guest Editors are expected to gain expertise in Manuscript Central, we recognize there is a learning curve. The journal office works hard with Guest Editors to facilitate the learning process.

Guest Editor Procedures

Detailed procedures have been developed for guest-edited special issues. It is important that Guest Editors read these carefully and raise any questions with the journal staff and Editors.

Guest Editor Agreements

Because of reporting requirements for grants and other issues, Guest Editors are asked to sign an agreement to clarify expectations for everyone involved in producing the special issue.

Other Special Formats: Symposia and Article Series

Occasionally the journal uses other formats for publishing multiple papers on a single topic. In some cases a coordinated submission of papers is planned, from which the articles that are accepted are published together in a symposium. Such a symposium would not, however, take up an entire issue. This format involves a great deal of work but is often the best option for papers on a similar theme that have been prepared together (such as for a conference), or other instances when an open call for papers would lead to a delay in submissions and potential publication or yields a small number of publishable articles. A symposium may also be appropriate for presenting several papers on a pressing issue more quickly than can be done through a special issue. A symposium can be published over several issues as an Article Series.