

FEMINIST ECONOMICS GUEST EDITORSHIP AGREEMENT

TITLE OF SPECIAL ISSUE (THE “SPECIAL ISSUE”):

GUEST EDITOR(S) NAME(S) (EACH, A “GUEST EDITOR”):

ADDRESS:

Please return to:
Diana Strassmann
Editor, *Feminist Economics* MS-9
Rice University P O Box 1892
Houston, Texas 77251-1892

Guest editing a special issue of *Feminist Economics* (the “Journal”) is a large, time-consuming endeavor involving the Guest Editor team, the Journal editors, and Journal staff. Most Guest Editors find the experience highly rewarding, but it can be demanding. The Journal office makes every effort to lessen administrative burdens, but the initiative of Guest Editors is crucial.

This agreement is intended to make clear the responsibilities of editing teams in an effort to produce a timely and successful special issue. Most special issues of *Feminist Economics* feature two or three Guest Editors; as such, adherence to the procedures and responsibilities detailed in this document should facilitate collaboration and cooperation among Guest Editors, Journal editors, and Journal staff. In addition to the immediate work of producing the special issue, Guest Editors will also work to secure grants (if needed), provide information if requested for reports to funders, and help disseminate the issue. This agreement outlines specific procedures and commitments the Guest Editors must agree to prior to undertaking a Guest-edited project.

1. COPYRIGHT ASSIGNMENT

- All contributions published in *Feminist Economics* are owned by IAFFE (except those contributions whose authors have paid an article publishing charge [APC] to make their articles open access, per UK law; see below). I agree to seek permission from IAFFE if I would like to reprint any material from the special issue for which I serve as a Guest Editor.
- The journal publisher, Taylor & Francis, in compliance with UK law, offers *Feminist Economics* authors (and their funders) the option of making their articles open access (“Open Select”) by paying an article publishing charge (APC). Such authors then opt for a Creative Commons license (a public copyright license that enables the free distribution of an otherwise copyrighted work). If I would like to reprint material from the special issue from such authors, I agree to abide by the terms of the applicable license. (See: <http://www.tandfonline.com/page/openaccess/opensselect>).
- For any contributions of my own to the special issue for which I am a Guest Editor, I will agree to the terms and conditions included in the journal’s standard PUBLISHING AGREEMENT for articles, which is a separate agreement from this document.

2. DISCLOSURE OF OBLIGATIONS AND CONFLICTS OF INTEREST

- Prior to starting work on the special issue that I am assigned as a Guest Editor, I will disclose to my co-Guest Editor(s) and to the Journal editors the professional obligations I expect to have during the period of my Guest

Editorship.

- As a Guest Editor I will disclose my involvement in any projects that are of a related subject matter to the special issue of *Feminist Economics* that I am guest editing, such as (but not limited to) any projects that draw from the same group of authors as those published in *Feminist Economics* and any project that competes, or that may compete, with the special issue that I am guest editing and/or that may compete with reprints of the issue as a book.
- Should a disclosed conflict interfere with my ability to adequately prioritize the special issue over other projects, I may be asked to withdraw from the Guest Editor position.
- Prior to starting work on the special issue, I agree to develop with my co-Guest Editor(s) a decision-making process for manuscript decisions and other key decisions to be made as part of the editorial process of my Guest Editorship. This process should include provisions for decision making should any co-Guest Editor be unable to participate in specific tasks required for timely meeting of special-issue deadlines.
- If a Guest Editor becomes incapacitated, nonresponsive, or is otherwise not available to participate in the group within the timelines needed to meet manuscript deadlines, the remaining Guest Editor(s) may, with the approval of the Journal editors, proceed to make decisions.

3. EDITORIAL RESPONSIBILITIES FOR THE SPECIAL ISSUE

The primary responsibility for the editorial decisions and content of the special issue lies with the guest editors, subject to the conditions and qualifications below.

- The Guest Editors and I will work collaboratively with the Journal Editors to make sure that manuscripts are of high quality and deadlines are met.
- To ensure that journal procedures and policies are followed, I agree to carefully read "*Feminist Economics* Editorial Policies and Procedures: A Guidebook for Associate and Guest Editors." I will take all necessary steps including (where appropriate) querying the Editors to ensure that guest-edited issues and/or guest-edited sections of *Feminist Economics* conform to the policies and procedures provided in the guidebook.
- The Journal Editors will verify that all material conforms to Journal policies and may require changes in order to ensure that all manuscripts conform to these policies.

- The Journal Editors will not proactively involve themselves in the reviewing of regular submissions to the special issue without Guest Editor request or until conditional acceptance is proposed, and they will limit involvement to issues relating to Journal policies.

4. MANUSCRIPT-RELATED RESPONSIBILITIES

In general, the journal uses its limited editorial resources to further its mission of publishing emerging scholars from developing and transition economies. To conserve such resources and to speed acceptance-to-publication time for articles, the journal has adopted a fast-track process through which Taylor & Francis (the publisher) provides light copyediting following the journal's style guidelines. To support this process, I will strive to accept papers that are truly ready for publication (clearly written and complying with journal guidelines).

- Manuscript submissions and subsequent revisions to guest-edited issues must be submitted, reviewed, and managed on Manuscript Central (MC).
- As a Guest Editor, I will send all critical manuscript-related correspondence through MC, so the system will maintain an archived trail of correspondence on each manuscript showing a clearly delineated record of each manuscript's progression from submission to final acceptance.
- Final manuscripts should not exceed 10,000 words.
- In the case of manuscripts where detailed attention from the journal staff is warranted, style editing will be done in accordance with journal style, based on the Chicago Manual of Style.
- I (and my co-editors) will write a substantive introduction that explores the themes of the special issue and draws together the varying articles without simply summarizing their contents, not to exceed 12,000 words (including notes and references). The Journal Editors will serve as the referees of the Introduction and/or assign other referees. The Introduction will undergo the journal's standard style editing and final editorial review procedures.
- In recognition that Journal special issues are made possible by grant funding, which may be reduced or cancelled by late publication. I will adhere to the timelines and deadlines that have been jointly agreed upon by me, my co-Guest Editors, and the Journal office, including deadlines governing the special-issue introduction.
- If individual papers are not ready for final editorial review and style editing by agreed deadlines, I agree to allow these papers to be moved for

consideration to be published in a regular issue rather than delaying the special issue.

- The journal's yearly page allotments are determined by its publisher. It is my responsibility as a Guest Editor to keep the Journal office apprised of the number, length, and status of manuscripts that are projected for inclusion in the special issue. I am responsible for disclosing to potential authors that space requirements may limit the number and length of papers that can be included and which may therefore preclude some worthy papers from being included for publication in the special issue.

5. PROVIDING SUPPORT FOR A GRANT THAT FUNDS SPECIFIC AIMS AND COMPONENTS OF THE SPECIAL ISSUE

If the Journal obtains a grant of which a portion will fund certain defined aims and components of the special issue, I will undertake needed actions to attain the goals and outputs specified in the grant. For example, if a special issue is partially funded by a grant that expects the Journal to increase representation of scholars from the Global South and Central/Eastern Europe, I will provide support by actively recruiting authors from those countries and mentoring them through the submission and publication process.

6. PROVIDING SUPPORT FOR GRANT FUNDING

As a Guest Editor I will participate in the process of securing grants (if needed) by helping to recommend possible funding sources and to develop strategies for securing funding. I will not approach funders without the prior written permission of the Journal and IAFFE, but I will support the grant-writing process by making recommendations concerning the narrative language for the grant application, such as by showing how the special issue will contribute and build on the latest work in the field.

The Journal office and IAFFE administer special-issue grants, track expenditures, and create financial and narrative reports for funders. As a Guest Editor, I will work with my co-Guest Editor(s) to provide information for such reports, as requested. The Guest Editors will organize the programmatic side of events that are funded by these grants, such as conference sessions, special issue workshops, and symposia, unless otherwise agreed upon. The logistics of such events will be carried out by the Journal staff and/or funding agency. I will, however, collaboratively assist (by contacting potential discussants, for example) in a timely manner.

7. PROVIDING SUPPORT FOR DISSEMINATION OF THE SPECIAL ISSUE

The Journal has an expedited process with its current publisher to consider

reprinting Journal special issues as books.

As Guest Editors, my co-Guest Editor(s) and I will be responsible for filling out a book proposal form for submission to the Journal's publisher by the Journal office when it is time to schedule the book. I understand that permission from IAFFE is required for other reprint opportunities.

I have read this contract, understand what I have read, and agree to these terms.

Guest Editor (please type or print).....

Signed
Guest Editor signature

Date.....

Signed
For and on behalf of the International Association for Feminist Economics

Date.....