

Feminist Economics
GUEST EDITOR ADMINISTRATIVE PROCEDURES
December 2016

Producing a special issue of *Feminist Economics* is an exciting endeavor but also a demanding one. Experience has shown that providing clear, detailed procedures demystifies the editorial process and enables Guest Editors to carry out their work more smoothly. The information below is provided in a spirit of helpfulness, with the aim of assisting Guest Editors to continue the tradition of creating important, highly cited special issues of *Feminist Economics*.

Guest Editor Agreements

Because of reporting requirements for grants and other issues, guest editors are required to sign the Guest Editor Agreement to clarify expectations for everyone involved in producing the special issue.

General information

All manuscript submissions to guest-edited issues must be submitted, reviewed, and managed on Manuscript Central. Guest Editors must agree to adhere to the *Feminist Economics* General Editorial Procedures and Guest Editor Administrative Procedures, comply with issue/section due dates, and ensure that accepted articles conform to journal policies on Statistical Reporting, International Orientation, and Human Subjects as well as Conditions of Submission and Style.

For fuller information on policies, refer to the “*Feminist Economics* Editorial Policies and Procedures: A Guidebook for Associate and Guest Editors” (hereafter, *Feminist Economics* Guidebook). Please note that the journal editorial office will verify that all material conforms to policy and may require changes to ensure that all manuscripts conform. The journal Editors will also send all accepted articles and book reviews to an in-house style editor, who is a *Feminist Economics* staff member, to improve readability and style.

Contributions from the Global South and transition economies

As Guest Editors evaluate abstracts and submissions, they should bear in mind that the journal is committed to increasing publication of contributions from scholars from the Global South and Central/Eastern Europe. Guest Editors should therefore work actively to recruit submissions from these regions. The grant funds supporting the current special issues often stipulate that the journal will provide mentoring to enhance the research capabilities of emerging scholars from the Global South and Central/Eastern transition economies and help the authors of submitted papers from these groups in meeting the expectations of the review process.

Invitations to Submit

Experience gained from past special issues shows that to achieve a balanced issue – one that highlights both promising new authors and established researchers in the area – it is advisable to invite prominent scholars to contribute to the special issue. These authors should be told that while there would be every expectation that an invited paper will be published, such papers must undergo the journal’s reviewing process, and like all papers published in the journal, adhere to the journal’s various Policies.

Manuscript Procedures

The steps below outline the procedures for handling manuscripts. Please follow them closely as they are critical to many administrative aspects of the journal (e.g., maintaining an accurate database of submissions, decisions, and reviewers, keeping track of reviewers to avoid overuse, publishing formal thanks to reviewers, and calculating manuscript statistics).

All Guest Editors will need to learn how to handle Manuscript Central, following the instructions given in the *Feminist Economics* Guidebook. Training is available online in the Help section of the Manuscript Central website and from the journal office staff.

The journal office will also create several letter templates for the use of the Guest Editors. Templates may be used to invite scholars to review manuscripts, thank scholars for reviewing manuscripts, and draft decision letters. These templates are available through Manuscript Central and email upon request, and the Guest Editors should modify these stock templates where appropriate, to make them more suitable for specific purposes. Because the Manuscript Central system automatically generates a date stamp when these templates are sent, Guest Editors should avoid adding a date in messages, in order to not to list a date twice.

On Manuscript Central, the journal Editors assign the Guest Editors’ account as the “Associate Editor” for each manuscript submitted for the special issue. (Though the Manuscript Central system uses the generic “Associate Editor” designation, Guest Editors should be careful to refer to themselves as “Guest Editors” rather than “Associate Editors” throughout the reviewing and decision process.)

Invitations to Review

The Guest Editors should invite **three or more** reviewers using their Manuscript Central account in order to ensure at least two reviewers in the second round of review. To avoid confusion and duplications, they should agree in advance on who will invite the reviewers on Manuscript Central for particular manuscripts. The Guest Editors may decide to choose reviewers for all of the manuscripts collaboratively or divide responsibility for particular manuscripts. The journal office will provide a letter template for invitations to review that contains the Guest Editors’ names and an e-mail address or addresses for the Guest Editors. This template will be available on Manuscript Central

and can be modified by Guest Editors in specific cases. Reviewers submit their comments on Manuscript Central.

Guest Editors may find it useful to keep a spreadsheet of reviewers for each manuscript. Appendix I contains a template for such a spreadsheet, which Guest Editors may use at their discretion: as a starting point to compile a list of potential reviewers; and/or to track which reviewers were invited, who accepted, and who declined. Some Guest Editor teams have found this approach particularly helpful in the first round of reviews, with one Guest Editor updating and sharing the spreadsheet frequently in order to better coordinate reviewer invitations and to appropriately match reviewers with papers.

While Manuscript Central is the principal tool for managing manuscripts (please see below), Guest Editors may also choose to create an at-a-glance picture of the progress of the special issue by tracking individual manuscripts throughout the reviewing and production processes. Appendix I also contains two additional Word table templates labeled “Manuscript Databases” for tracking manuscripts: the first template reflects early progress on a special issue. The second Manuscript Database provides a record of individual manuscripts later in the editorial process.

Successful use of such Databases requires good communication among members of the Guest Editor team and frequent updating. A designated Guest Editor can be assigned the majority of such updating, with the other Guest Editors providing input on the manuscripts they are handling.

Managing Manuscript Records

All manuscript submissions and subsequent revisions to guest-edited issues should be submitted, reviewed, and managed on Manuscript Central. Guest Editors are asked to send all critical manuscript-related correspondence through Manuscript Central, so the system can keep an archived trail of correspondence on each manuscript. The journal staff is available to help orient the Guest Editors to Manuscript Central, but the ultimate responsibility lies with the Guest Editors to leave a clearly delineated record of each manuscript’s progression from submission to final acceptance.

The journal Editors also need to be informed of any manuscripts not appropriate for the special issue, but suitable to be handled as regular rather than special-issue submissions.

Decision Letters for Authors

An automatic message from Manuscript Central will notify the Guest Editors as each review is returned and when all of the reviews for a particular manuscript are received. Once all of the reviews for a manuscript have been received, the Guest Editors should confer about the decision process. Once they have made a decision, they then submit a decision letter and Guest Editor report on Manuscript Central as their “AE Recommendation,” which the journal Editors will send to the author on their behalf.

To compose the decision letter, the Guest Editors should select the template that best applies to their decision, modify that template accordingly, and paste the desired letter (without including a send date) in the “comments for author” box. If a revised version is requested, the Guest Editors should specify a due date in their letter. The letter should be followed by the Guest Editor report. This report should provide detailed comments guiding the author on how to respond to the reviews. If the Guest Editors feel that the reviewer reports should be edited (for example, to remove harsh language or reviewer decision recommendations [which are kept confidential], or to revise poor grammar to improve clarity), they should do so and then paste the edited reviews after the Guest Editor report. (If Guest Editors do such edits, they should indicate this in their “Confidential Comments to the Editor.”)

Comments for Author: Guest Editors should therefore paste the following items into the “Comments for Author” box:

1. Decision cover letter (edit the appropriate decision letter template to convey your recommendation).
2. Guest Editor report.
3. Reviews (this step is only needed if reviewer reports are edited).

Note: Unedited reviews are automatically appended to the decision letter by the system. If the Guest Editors provide edited reviews, the unedited reviews will be deleted by the journal Editor who reads the decision letter before sending it to the author.

Comments to the Editor: Confidential comments about the Guest Editor decisions and any additional instructions for the journal Editors (such as a reminder if some reviews are in the form of attachments) should go in this section. The Guest Editor should then click “submit.”

The journal Editors send out all decision letters to the author on behalf of the Guest Editors, whose names will appear as signatories with the Guest Editor(s) e-mail address(es) in the “from” line. If there are any concerns about the decision recommendation, suggested edits, or submitted reviews, the Editors will contact the Guest Editors to confer prior to sending the decision letter. The Editors reserve the right to amend any decision letters.

Due Dates

The journal publishes special issues online at least 6 months in advance of the print version. For example, an issue released in print in April 2018 would appear online by October 2017. This timing accords with the publishers’ requirements and also increases citations to the journal, which are counted by the ISI in determining the journal’s impact and rank statistics.

Guest Editors must therefore adhere to the timelines that they and the journal office jointly agree upon early in the process. Although some flexibility is possible in early stages, timely publication requires that all special issue manuscripts adhere to the deadline for when the accepted versions are due to the journal office for style editing and final editorial review. This deadline is fixed and is determined by the scheduled publication date.

If individual papers are not ready for publication by the scheduled date, they must be moved toward consideration for a regular issue, rather than holding up the special issue. If deadlines are not adhered to for the issue as a whole, the special issue may need to be published as a symposium rather than as a special issue. After publication, relevant papers that were published in regular issues may be considered for inclusion when the process for book publication begins, conditional on publisher approval. However, unless the papers are published very soon thereafter, inclusions will not be possible lest the book version be substantially delayed.

Introduction

The Guest Editors' responsibilities include writing an introduction that explores the themes of the special issue and draws together the varying articles without simply listing their contents. Please see Appendix II for detailed guidelines for the introduction, which should not exceed 10,000 words (including notes and references). To conform with the journal's publisher contract requiring all articles to be peer reviewed, introductions are reviewed by the journal Editors. In addition, introductions undergo the journal's standard style-editing and final editorial review procedures.

Incapacitation or Non-response of a Guest Editor

If a Guest Editor becomes incapacitated or is otherwise not available to participate in the group work needed to meet manuscript deadlines, the remaining Guest Editors may, with the approval of the journal Editors, proceed to make decisions or remove the Guest Editor from the team.

Length

The length of guest-edited issues and sections is limited. Guest Editors need to keep the Journal office informed of the length and status of manuscripts that are projected for inclusion in the special issue and must make sure all articles adhere to the journal's word count policy that discourages any article that exceeds 10,000 words, all inclusive. Guest Editors should estimate the length of the planned special issue by using the algorithm for estimating page counts provided by the Journal office early in the review process and again closer to the publication date in order to determine the size of the issue and prevent the special issue from exceeding the page allotment.

If guest-edited issues or sections exceed length limitations, the Guest Editors may choose which material to eliminate. Guest Editors are encouraged to communicate to potential

authors **that space limitations may preclude the publication of some worthy material** in the special issue (or explorations or symposia). If appropriate for a general issue, some material may be considered for later publication in a regular issue.

The Guest Editors will inform the editorial office of the order of articles in the table of contents. The journal office exports the final special issue manuscript to the publisher and verifies that all required information is included with each manuscript.

Please see Appendix III for a spreadsheet and details about using it to calculate the length of a special issue.

Proofs

At least one of the Guest Editors must be available to examine proofs of their introductory essay when they are sent out by the publisher and must be available to communicate with the journal staff about them as needed.

Copyright

The copyrights of contributions published in *Feminist Economics* are owned by IAFFE, unless authors, their research funders, or the funder of a special issue, have arranged to purchase open access rights. (For a general overview of our current publisher's open access policies, see: <http://authorservices.taylorandfrancis.com/publishing-open-access-with-taylor-francis/>) Authors who do not publish their article open access – the majority -- must sign the standard IAFFE publishing agreement. Decisions regarding reprinting of special issues as books are therefore the prerogative of IAFFE. Contributors should consult the publishing agreement for information on their specific rights, such as including the paper in a volume of their own collected papers and disseminating PDFs of the article, among others.

Publication as Book

IAFFE has entered into an arrangement with the journal's current publisher, through which special issues will be considered for republication as books. Because the text of the individual contributions will not be revised in this transition from special issue to book form, the language of both the introduction and individual contributions will need to be appropriate for both formats. Guest Editors must fill out a proposal form and submit it within eighteen months after print publication of the special issue to start the special issue book publication process. The book version will include a foreword written by the journal Editors indicating that the contributions were originally published as a special issue of *Feminist Economics*.

APPENDIX I

Appendix I contains three electronic attachments with the following file names, for which links will be provided:

I-A Manuscripts Database Early.xls

	A	B	C	D	E	F	G	H	I	J	
1	Manuscripts Database Early										
2											
3	First Author	Second Author	Email	Paper Title	AE Handling	Geog. Focus	Method	Reviewer 1	Reviewer 2	Reviewer 3	Alt.
4											
5	Li Chen	Yang Shi	li.chen@gmail.com	Gender and Property Rights in China	Ik Ugo	China	Regressions	Major Revision	Reject&Resubmit	Minor Revision	Reje
6											
7											
8											

I-B Manuscripts Database Later.xls

	A	B	C	D	E	F	G	H	I	J	
1	Database of Manuscripts Considered for [NAME] Special Issue										
2											
3	First Author	Second Author	Email	Paper Title	AE Handling	Geog. Focus	Method	Reviewer 1	Reviewer 2	Reviewer 3	Alt. Rev
4											
5											
6	Gita Patel	Raj Gupta	g.patel@gmail.com	Foreign Direct Investment in India	Thuy Nguyen	India	Regressions	Major Revision	Reject&Resubmit	Minor Revision	--
7											
8											
9											
10	Consider for Regular Issue										
11											
12	Julia Gonzalez	Christina Medina	j.gonzalez@gmail.com	Hidden Economies in Mexico	Toshiki Ozawa	Mexico	Theory	Major Revision	Major Revision	Reject	--
13											
14											
15											

I-C Reviewers Database.doc

<i>Feminist Economics Special Issue</i>		<i>Special Issue on [Title]</i>	AE		
ABSTRACTS					
First Author	Second Author	email		Paper Title	Potential reviewers
I.M. Cool	U.C. Snowe	frosty@gmail.com		Unpaid Work in Antarctica	Rudolf Róse, María Frio

APPENDIX II

Feminist Economics
**INSTRUCTIONS FOR GUEST EDITORS:
Introductions to Special Issues**

The following policy on introductions for guest-edited special issues has been adopted by the journal:

Policy on Introductions

Submission deadline: Introductions for special issues should be submitted as early as possible in the process, and no later than the deadline for acceptance of papers subject to style editing and final editorial review. This timing is important as it gives the journal Editors sufficient time to provide feedback. Additionally, to conform to the journal's publisher contract requiring all articles to be peer reviewed, introductions are reviewed by the editors. Introductions also undergo the journal's standard style-editing and final editorial review procedures.

Content: *Feminist Economics* has an agreement with its current publisher to submit all special issues for publication in book form. Therefore, introductions should be written with the planned book version in mind. (See below for more details on how this affects the content and style of the introduction.) In addition, the introduction to the special issue is often a candidate for being reprinted in other edited collections and cited by other articles. The following criteria for a successful introduction are therefore meant as guidelines for Guest Editors of special issues to make full use of the potential impact of their introductions.

1. Please refer to the special issue as a "volume" or a "collection" instead of an "issue," as the book version will exactly reproduce the special issue; there is no opportunity to change the text of the introduction.
2. Please write the introduction as an article that may be read independently from the special issue by future audiences. A powerful introduction will not provide a lengthy summary of the articles in the volume; rather, it will aim to function as a literature review with substantive reflections on the topic at hand. As such, it will integrate discussion of articles in the special issue in a thematic manner. Therefore, please avoid including stacked article summaries. Most readers skip these and prefer the meatier part of an introduction that provides context for the volume. An introduction with such summaries is less likely to be cited.
3. An important expectation for the introduction is that it become a state of the art standalone article that will be widely cited, included in course syllabi, reprinted in other subsequent article collections, and generally serve to enhance the journal's impact. The article should therefore aim to be deeply reflective and clear to a general audience. It

should avoid spending much space discussing the individual articles in the special issue, though it should reference the special issue articles along with other articles relating to the theme of the introduction. As with all articles for *Feminist Economics*, the Introduction should not exceed 10,000 words (including notes and references).

4. As you write the introduction, please consider the publicity materials that will be developed to market the special issue for maximum policy impact. The Feminist Economics Research Notes (FERN) version of your introduction will convey the key points that can easily be used in publicity materials or picked up by policy publications and policy-makers. In addition, please consider sending any relevant presentations, documents, and key points that may be helpful in writing the press release for this issue to the journal's office.

5. Please consider writing an acknowledgment section for the introduction that is fuller than the typical acknowledgments that accompany each *Feminist Economics* article. Special issues could not be published without the support of several institutions and of various providers of financial support to the journal and the intensive work involved in producing a special issue.

Additionally, numerous people are involved in the creation and production of these issues, including reviewers and staff based in all the organizations that assist behind the scenes with various aspects of the work of the journal, such as from the IAFFE main office and journal staff. Because the journal benefits so much from the often-unacknowledged work of these staff, it serves our mission to recognize their assistance as appropriate. The acknowledgements can be included as part of the introduction as a reflection (as some guest editors have opted to do) or in a separate acknowledgments section.

6. Introductions for *Feminist Economics* must conform to the journal's Policies on Statistical Reporting, Orienting Papers for an International Audience, Conditions of Submission, and Style, and other journal policies as reflected in the journal and the Associate Editor checklist and set out in the "Editorial Policies" and "Submission and Style Guidelines" found under Submission of Manuscripts at www.feministeconomics.org, and printed in each issue of the journal.

Please keep in mind the nature of the journal's international audience. Over half the readers and institutional subscribers of *Feminist Economics* live outside the US. It is therefore important that papers be oriented to a broad international audience rather than to just the audience of any specific country.

7. Please include a title, JEL codes, and keywords in the introduction and on Manuscript Central.

8. Please put each Guest Editor's name, affiliation, address, and e-mail at the end of the introduction (right adjusted) before any notes or references.

Process for Submitting Introductions for Special Issues to Manuscript Central

Introductions, just as all journal articles, are submitted to Manuscript Central. All manuscripts for *Feminist Economics* also go through a style-editing process and an editorial review. During this process, the journal Editors, journal staff, and style editor may have additional suggestions related to style, clarity, and more substantive points, which the journal office will communicate to you.

Since the introduction is written for a special issue of the journal, please indicate the name of the issue in the appropriate field when completing your online submission.