

DEMOCRATIC THEORY

GUIDELINES FOR SUBMITTING SPECIAL ISSUE PROPOSALS

Step 1: planning & submission

Democratic Theory welcomes proposals for special issues dedicated to specific topics that align with its aims and scope.

Special issues should comprise of at least 7 research articles of not more than 10,000 words each, including notes but excluding references. Please consult with the Managing Editor or an Editor-in-Chief that you may be connected with if your plans involve shorter research articles and a larger number of them (e.g. instead of 7 articles at 10,000 words perhaps 14 articles at 5,000 words). Please have a clear rationale for why a shorter format is the most appropriate to your needs.

Special issues are welcome to contain research notes and/or review essays.

Special issues are also welcome to contain up to 2 articles of non-traditional academic output, such as interviews and/or book symposia.

Proposals for special issues should be addressed to the Managing Editor at democratictheory@cambridge.org, and must include the following:

- (a) A title and summary of the topic, its significance to one or more discourses in the field of democratic theory, and its potential interest to the international readership of *Democratic Theory*;
- (b) Titles, abstracts, and brief bios of those scholars who have committed to participating in the special issue (commitments should be firm and, ideally, the authors should have already met online or in person to discuss the prospective issue);
- (c) Brief bios of the proposed guest editor(s), including institutional affiliation, representative publications, and editorial experience;
- (d) An explanation of how the Special Issue has met *Democratic Theory*'s requirement for near 40% female (or non-male identifying) authorship with near 30% of authors from the Global Majority;
- (e) A communication strategy should be provided concerning how the guest editors and authors will share news about their work and the special issue overall. The expectation is that social media, at least, will help to draw readers to the work you are doing.

Brief emails to an editor in chief of the journal are welcome to scope interest prior to preparing a full proposal. Meetings over teams/etc. are possible as well to further discuss early ideas.

Step 2: Receipt and consideration

Acknowledgement of receipt will be sent after submission of your special issue proposal by the Managing Editor.

Proposals will be circulated amongst the editors for feedback and recommendation. The Managing Editor will compile opinions and steer a process until consensus is reached.

Factors the editors will weigh as part of the decision-making process include the originality and quality of the proposal, the proposal's alignment with the journal's aims and scope, the relevant academic experience and track record of the proposed guest editors and contributing authors, and equitable representation of gender and social geography.

If the editors accept a proposal, all articles will eventually be subject to blind review by at least two referees, one of whom will normally be a member of the journal's extended editorial board.

As with regular submissions to the journal, all aspects of a special issue will be read by two editors in chief and advances on the special issue will only occur with a consensus around the quality and readiness of articles between editors in chief and guest editors. The managing editor, or other editors in chief, may become involved if required.

SPECIAL ISSUES: GUEST EDITOR GUIDELINES

The editing of a special issue of *Democratic Theory* provides the guest editor with an opportunity to bring a group of scholars together on a specific topic. We hope you enjoy this process. If you have any questions regarding the guidelines below, please do not hesitate to contact the Managing Editor or the Editor-in-Chief you have connected with.

1. Supervising the creation of the special issue

Timing: Each journal issue has its schedule. The editors are given the volume/issue schedule at the beginning of each year which outlines key dates and deadlines throughout production. During each production stage, the Editors-in-Chief assigned to your special issue will include a deadline by which to return materials (reviewed copyedits, proof corrections, etc.) to the Managing Editor for final checks ahead of advancing to publication.

To keep issues on schedule, guest editors will normally have to send deadline reminders to contributors.

Style: After peer-review, and if an article is accepted, guest editors should make every effort to ensure authors format their submitted manuscript copy as closely to the journal's guidelines as possible.

2. Socialising your special issue

It is expected that guest editors and authors will meet, at least once, for a workshop (online or otherwise) to critically discuss papers prior to initial submission. Consider this an internal peer-review process.

3. Delivering your special issue

For first reading: Please ensure all articles, not necessarily the introductory article (as this is going to be contingent usually on which papers survive the reading process), with title pages are provided to the assigned Editors-in-Chief. Both EiC's will read all articles and return comments, if necessary, to help ready papers for external review. Comments will be returned to guest editors to share with their contributing authors.

For second, external, reading: Please instruct each author to submit their papers individually to the *Democratic Theory* ScholarOne portal. The Managing Editor will help to ensure that articles are correctly labelled for their special issue. The articles will also be linked to their correct Editors-in-Chief. Guest Editors will be able to see the progress of the articles in their special issue but will not be able to influence or otherwise participate in the peer-review of them. This is an independent process. Guest editors are likely to be asked for their recommendation of appropriate readers for each paper.

- Once results are known, and as papers are being revised, this is a very good time for guest editors to develop their introductory article.

For publication: Once papers have been revised and confirmed post-peer review, Guest Editors *must* ensure that articles are closely adhering to the journal's style. Guest editors must also provide both EiC's with a solid draft of their introductory article for reading and the opening of, almost inevitably, a round or two of 'editorial tennis' over it as a means to help develop the work. Line editing of articles by guest editors and authors is also expected at this stage as the journal will only advance manuscripts for copy-editing when the quality of writing and formatting is high. This is done as a means to ensure a closer attention to detail between authors and editors, especially as concerns the accuracy of referencing. This helps to build familiarity with the special issue's contributions and overall narrative and quality.