

Special Issue Guidelines

The *Journal of World-Systems Research (JWSR)* welcomes special issues proposals on themes that fall within the scope of the journal. All proposals should be sent to the journal editor.

All proposals should contain the following information: title; purpose; scope; a list of prospective contributors; timetable (submission and review deadlines); and guest editor(s) address, phone, and email address. Once approved, the guest editor(s) will be fully responsible for the special issue and should follow *JWSR* formal review & production procedures.

Rationale

Indicate the thematic focus of the issue and its connection with the editorial policy of the *Journal of World-Systems Research* (<http://jwsr.pitt.edu/ojs/jwsr/about>)

- How does it advance existing research in the area?
- Does it connect world-systems with other relevant areas of inquiry?
- Does it apply world-systems analysis in a novel way or use it to address a contemporary empirical or theoretical puzzle?

In addition, if you can specify any of the following, this will help us work with you on assessing and expanding the potential audience for a special issue. We are constantly working to enhance publicity for the journal, and special editors can play a helpful role in this work.

- Indicate any special features of the lineup of articles and authors that will appeal to readers of *JWSR*.
- Indicate whether and how the special issue might expand *JWSR*'s appeal to new audiences.
- Indicate whether and how the special issue might expand *JWSR*'s appeal to audiences outside the United States.

Contents & Time Frame

- Identify papers and authors for possible inclusion in the special issue, with a brief description of each paper. (These papers do not need to have been written at this time, although our assumption is that most will be based on work already in progress). Where a given author(s) has published extensively on a subject already, please indicate the new contribution to be made by the proposed paper;
- Indicate the time frame in which the special issue could be produced (paper writing, reviewing, submission of final copy) assuming the proposal is accepted.

A special issue should include between 4 and 7 articles, not including an introduction or conclusion by editors. Typical *JWSR* articles are between 9,000 and 12,000 words long (including abstract, appendices, tables etc). Proposals may include more papers than will be included in the eventual issue; this is so that the refereeing process can select the best papers for final inclusion in the issue and so that the schedule isn't delayed by a particular contributor.

If more papers are accepted through the review process than can be accommodated in a special issue, they will be considered for possible publication in later regular issues of the journal.

Special issues typically include a short overview introduction that sets out the key research issues in the area concerned (with appropriate reference to existing literature) and summarizes the contributions of the special issue to furthering understanding of them.

Production

Once the Editor has in principle accepted a proposal, it is the responsibility of the Guest Editor(s) to organize a double-blind reviewing process for all papers submitted for inclusion and deliver the submissions (formatted to conform to the style requirements of *JWSR*) to the journal within the agreed schedule.

Guest Editor(s) are responsible for managing the peer-review process for the papers, with support from the editorial team. *JWSR* uses double blind peer review, and seeks 3 external reviews of each paper from appropriate reviewers with expertise in the field. A minimum of 2 positive external reviews is necessary before making decisions about whether to accept a paper for publication, and Guest Editor(s) will be requested to suggest qualified referees for each paper. The Editor may suggest additional reviewer(s). Guest editor(s) will manage the process of requesting that authors revise papers according to reviewers' feedback and ensuring that revisions adequately account for reviewers' critiques