

Special Issue Guidelines

To propose a special issue, please provide a title, summary of the topic, and keywords to introduce the issue to authors and readers.

Identify the process including what you want submitted and the timeline from submission to publication. A realistic timeline from the first deadline (for abstracts and queries, for example), is 1.5 to 2 years (see tentative timeline below).

Provide a list of potential contributors

Provide a list of potential reviewers

Provide how you will promote the special issue among colleagues and professional associations

Guest Editing the Special Issue

Create a call for papers, which includes the deliverables requested and deadlines you and contributors will follow. This will be approved by the EIC prior to publication.

We recommend sending out the call far and wide and contacting scholars individually to contribute if there are particular subject matter experts you feel would be interested/available to submit.

In identifying deliverables, stipulate if you want to see abstracts before full drafts or if full drafts will be the first line of contact.

Identify the review process: How will articles be reviewed? We recommend double-blind peer review and can help facilitate this process, if requested; though, if you have a niche topic, your help in identifying qualified reviewers will be essential. Explain the review process and if an author's abstract is invited for a full manuscript but could still be declined in the review process.

At a minimum, manuscripts should be reviewed by at least one blind reviewer and subject matter expert. We still reserve the right to decline publication at the copyedit stage if we feel it is not ready for publication for any reason.

Identify who will copyedit and prepare files for production. Final review/copyedits will be conducted by journal staff.

Identify what stages of the process you will want authors to use the online submission system at <https://journal-veterans-studies.org/> so that there are no surprises. A good start for using the review system is for **first drafts** of the full manuscripts for ease of facilitating the review process.

Write an **Introduction** to the special issue that explains the topic/scope of the issue and the contributors' specific articles, thereby outlining the order of articles, at a minimum.

Here are example introductions for special issues (SI)

- SI on military caregiving
<https://journal-veterans-studies.org/articles/10.21061/jvs.v6i1.185>
- SI on women and OIF <https://journal-veterans-studies.org/articles/10.21061/jvs.v7i2.276>
- SI on veteran identity <https://journal-veterans-studies.org/articles/10.21061/jvs.v6i3.221>
- SI on 9/11, post-9/11, etc.
<https://journal-veterans-studies.org/articles/10.21061/jvs.v8i2.370>
- SI on veteran voices <https://journal-veterans-studies.org/articles/10.21061/jvs.v9i2.433>
- SI on patriotism <https://journal-veterans-studies.org/articles/10.21061/jvs.v7i3.310>

Tentative Timeline

6 months for full drafts from date of call

31 October 2023: deadline for abstracts and queries

21 November 2023: proposal acceptances/full manuscript invitations issued

31 March 2024 Deadline for full manuscripts / review process begins

31 October 2024: Final manuscripts due

November 2024-January 2024: editing and manuscript preparation

Summer 2025: Special issue released

Example Calls and Published Special Issues

Find all the information [here](#).