USC Annenberg
International Journal of Communication

SPECIAL SECTION AGREEMENT

Thank you for your interest in the *International Journal of Communication*
as a venue for your collection of articles as a "Special Section."
Please complete the following questionnaire so that we can determine the suitability of these articles to IJoC, gauge a timeline that fits within our master calendar, and determine if the USC Annenberg Press can work it into its budget.

Date:

1	What is the proposed title of this Special Section?
2	Who are the guest editors for this Special Section? Please provide each name, title, affiliation and e-mail address.
3	Who will be the primary point person who will manage the refereeing process?
4	How many total papers do you anticipate for this Special Section (including your editorial introduction)?
5	Of the total papers, how many do you anticipate being published?
6	Please provide a brief description of the Special Section to include the rationale, approach and pedagogy. Briefly describe what you consider to be the outstanding, distinctive, or unique features of the work.
7	Do you plan to issue a "Call For Papers" (CFP) for this Special Section? If so, we would appreciate reviewing the CFP prior to distribution, please.
8	Are the articles for this Special Section derived from a Conference? If so, please provide brief details of the objectives of that conference.

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9	Who are some of the authors (include titles, affiliations, and e-mail addresses) who will be contributing a paper to this Special Section?
10	When is the earliest that you might expect to receive the papers?
11	What category do the papers for this Special Section fall? Research Articles? Features (op-ed pieces)? (Please note that the maximum a word count is 8,900 words (including the abstract, keywords, images with captions, references, and appendices, if any.) Do you anticipate inclusion of images, video clips (e.g., YouTube linking)?
12	All submissions for this Special Section will undergo peer review. Do you agree to assign at least two to three reviewers including their e-mail addresses, titles, affiliations and research interests for each paper? And manage the refereeing the process?
13	What is the proposed timetable for this Special Section? And target publication date? (Please note that the average length of time for a Special Section is 12-14 months from arrival time of papers, peer review, copyediting, formatting and final review process.
14	What funding is your university able to contribute toward the copyediting, formatting, and production costs of this Special Section to help expenses? Please bear in mind that the average cost of a special section of 8 articles runs $8,000 which covers administrative costs, proofing, copyediting, formatting and IT posting.

IJoC and guest editors desire to engage in a productive, collegial collaboration that results in the publication of the Special Section with high-quality articles. To this end, the parties agree as follows:

For Special Sections that are approved to move forward, a status grid for the section will be provided for regular updating by the guest editors.

The guest editors will provide author and reviewer information in advance for pre-registration in the system.

Annenberg Press journals follow APA (7th Edition), guest editors are asked to pre-screen papers for APA-7 compliance prior to submission which will streamline the process significantly. A crib sheet and sample bibliography will be provided which you can also share with your authors.

For the refereeing process, guest editors will be given full access to the articles in your Special Section. Guest Editors are expected to remind authors and reviewers of deadlines, and to find timely alternatives in the event that insufficient submissions or paper reviews materialize.

The guest editors shall be responsible for overseeing the review process for papers in the Special Section, as well as for making recommendations regarding paper acceptance to IJoC. The guest editors are responsible for vetting final versions to ensure 1) that they've responded to reviewers' concerns, and 2) check APA-compliance.

For purposes of ensuring paper quality, however, the IJoC editor shall have the final decision-making authority regarding the acceptance of papers for the Special Section.

The guest editor has the choice of providing an image that accompanies the publicity of the Special Section at the time of publication, in which case the guest editor must have the appropriate permission to use the image or obtain the image from a non-copyrighted source. The guest editor will be liable for any licensing, legal, and administrative fees associated with contentions of copyright infringement.

USC Annenberg Press reserves the right to cancel any Special Section if the guest editors fail to follow their role(s).

Thank you.

Silvio Waisbord
Kady Bell-Garcia
Chi Zhang
The IJoC Editors

USC Annenberg **Press**