

Guide for Editors of Special Issues for the *Journal of Pragmatics*

This document addresses language scholars who have successfully submitted a proposal for a JoP Special Issue and have accepted the responsibilities of the Guest Editor for this issue, and it addresses the individual authors contributing articles. Since it contains information on content, form and style that is indispensable for the completion of your task, it is important for everyone involved in the process to receive a copy and **read it carefully**. We ask the Guest Editor to pass this on to authors.

Guest Editors should always contact the JoP Special Issues Editor in case of doubt or questions to avoid delay in the processing later on.

General Information on Submissions

The journal publishes the following types of contributions: full-length articles on all topics of linguistic pragmatic interest; short, free-form squibs intended to clarify theoretical standpoints, try out new ideas, report research findings, or simply to entertain or stimulate discussion among colleagues; replies and rejoinders to previously published articles; and reviews.

Three types of issues are published: Regular Issues containing articles on different aspects of pragmatic theory and research, Special Issues on topics of particular relevance to current discussions in linguistic pragmatics, and Focus-on Issues on broad subject areas of interest to different groups of readers. Manuscripts accepted for publication are automatically considered for inclusion in each type of issue. Below, the particular procedures regarding Special Issues are described in some detail.

Guest Editors' Responsibilities, Special Issues

Once a special issue proposal has been accepted, Guest Editors should pre-screen all articles, ensure each conforms to the journal's standards and guidelines for style (see below) and organize their submission to the JoP Special Issue Editor (Neal Norrick – norrick@mx.uni-saarland.de). Guest Editors should also submit their introduction at this point. The introductory editorial essay, in addition to listing the individual contributions, should consist of a reasoned introduction to the subject of the special issue, highlighting how each of the articles relates to the special issue's general theme.

The Special Issue Editor will upload the collection of papers and the introduction to Elsevier's online submission and review system (EES) and will organize and oversee the review and revision process. Guest Editors suggest qualified referees (names, affiliations, e-mail addresses) to the Special Issues Editor, who invites referees officially through EES, though is not bound to select the reviewers suggested. Guest Editors should check the availability and willingness of suggested reviewers before putting their names forward to the Special Issue Editor, in order to expedite the reviewing process. With regard to articles authored by Guest Editors themselves, the Special Issues Editor chooses and contacts referees, and administers the reviewing process in close collaboration with the Guest Editor. The Special Issues Editor is responsible for accepting revised articles or requesting further revisions, and oversees the entire reviewing process in the EES system. The Special Issue Editor will liaise with the Guest Editor(s) as to the progress and development of the issue and will make the Guest Editor aware of the feedback received from reviewers. Please note that the Editor-in-Chief retains the right to send any manuscript for further review and to reject any paper.

Guidelines for Manuscripts

Manuscripts must be prepared in accordance with the instructions to authors available on the JoP website:

http://www.elsevier.com/wps/find/journaldescription.cws_home/505593/authorinstructions.

Guest Editors and authors are asked to familiarize themselves with these guidelines. Manuscripts not conforming to these instructions will be returned to the authors or Guest Editors for revision before being further processed. Note that the journal does not permit duplicate submissions: only manuscripts offered exclusively to the journal can be considered for publication. The preferred language of publication is English (although exceptions are occasionally made), and manuscripts should meet the journal's English language standards (see above guidelines).

Contact Addresses

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Steps in the Workflow for Special Issues

- (1) A Guest Editor proposes a special issue with a description and a list of contributors with titles and abstracts;
- (2) The Special Issue Editor for the JoP reviews the proposal (if necessary, in conjunction with the Editor-in-Chief) and may accept, reject or ask the Guest Editor to revise the proposal. If accepted;
- (3) The Guest Editor suggests referees for each contribution, which may or may not be used by the Special Issue Editor;
- (4) The contributors submit papers to the Guest Editor, who pre-screens these papers and sends them to the handling Special Issue Editor along with the Special Issue introduction;
- (5) The Special Issue Editor organizes the uploading of the papers onto the Elsevier Editorial System;
- (6) The Special Issue Editor organizes and implements the review and revision process on EES, liaising with the Guest Editor over progress and developments;
- (7) The Special Issue Editor judges whether (any) revised papers have answered the issues suggested by the referees' reports and can decide to send any paper out for further review;

(8) Once satisfied that the review/revision process is complete, the Special Issue Editor can accept or reject any or all papers. The Editor-in-Chief always retains the right to send any paper for further review and to reject any paper;

(9) Once accepted, papers are automatically transferred to Elsevier's production unit, where they are typeset, proofs are generated and once proof corrections are received, the articles appear online and then in print as a paginated issue.

Further useful information on the JoP, including the full guidelines for authors is available on the JoP website, details of which are below.

The Journal of Pragmatics



www.elsevier.com/locate/pragma