

The Journal of Pragmatics

This document addresses language scholars who are in one of the following stages briefly outlined, or who are interested in becoming involved in this process. It serves as a to-do-list that will ensure the smooth running of the project. You will receive documents with more detailed instructions once the process is under way. Please always remember to contact the JoP editor if there are any questions at any stage. Contact details are provided at the bottom of this document.

Steps to a Special Issue

Here are the steps a special issue generally passes through:

- (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 can suggest referees for each contribution which may or may not be used by the Special Issue Editor;
- (4) the contributors submit first drafts to the Guest Editor, who submits these papers and their Special Issue introduction to the Special Issue Editor;
- (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.

In practice, some of these steps can fall together.

Please understand that the Special Issue Editor cannot approve a proposal till it is complete, in order to avoid surprises down the road. Even then, there are further steps, each requiring approval. If a paper fails to meet the standards of high quality scholarship, even after revision; it may have to be dropped from the special issue. If a paper is stylistically problematic or fails to adhere to the guidelines, it will be returned to the author for revision. We all want to end up with a high quality volume of interest to JoP readers, which we can be proud of.

You can find further useful information, including guidelines for authors and editors of special issue papers on the JoP website, details of which are below.

Contact Address

Neal R. Norrick
Chair of English Linguistics
Saarland University
66041 Saarbrücken, Germany
Tel. 49 (0)681 302 3309
e-mail norrick@mx.uni-saarland.de

The Journal of Pragmatics



www.elsevier.com/locate/pragma