



Dear Guest Editor(s),

Thank you for your proposal for a special issue in Women's Studies International Forum (WSIF). This letter sets out the procedures and guidelines for producing a special issue. Before you begin, you and all contributors should read and familiarize yourselves with the guide for authors for WSIF. This, and further useful information about the journal (including a link to an online sample copy) can be found on our website:

[www.elsevier.com/locate/wsif](http://www.elsevier.com/locate/wsif)

As Guest Editor(s), you will commission articles from the authors you wish to see represented in this issue. You have control over its shape and focus though all contributions will be read by the Editor-in-Chief (and/or a Regional Editor) and may be sent back for revision or rejected at the final discretion of the Editor.

You should think in terms of 8 or 9 articles along with an introduction, although it is possible to be flexible about this (please let us know what size issue you are considering before proceeding). The first step will be for you to gather a collection of the abstracts from your contributors and then submit these to me along with a one-page overview of the issue, the expected ordering of contents and a further page containing short bio-notes of the authors involved.

If the Editor accepts the proposal, you can proceed to commission the articles, which ideally should be between 5-7,500 words (again there is some flexibility here) and should adhere to WSIF style (see the guide for authors).

WSIF uses the Elsevier Editorial System (EES) and your authors will all need to submit onto this system (as do you with your introduction). The EES site for WSIF is located at:

<http://ees.elsevier.com/wsif/>

Before you submit on to the system, it will be set up so that when authors upload their papers, they can choose a specific article type relating to the special issue. That is, there will be a drop down box which will include, inter alia, 'book review', 'full length article', etc. as well as a specific article type e.g. 'Special issue on X'. All authors will need to select this type when submitting, as this ensures all SI articles are grouped together in the system and enter the typesetting process with the correct information.

As guest-editor, you will be responsible for sending the articles out for the refereeing process. It is WSIF practice to send each article to two readers with expertise in the field for comments. Most authors can expect to be asked to make some revisions to their first draft. You will be provided with guidelines on how to handle the reviewing process in EES by the journal's Content Coordinator, Miss Sophia Xu ([s.xu@elsevier.com](mailto:s.xu@elsevier.com)).

When all revisions have been completed and the final versions have been received (note you may need to revise your introduction); the SI will be reviewed by a Regional Editor and/or the Editor-in-Chief. It may be that the Editor has comments and possibly even requests for further revisions to be made. Authors should not be offended by this. WSIF Editors retain the final decision on publication and we reserve the right to exclude articles with which we are not satisfied, although we would obviously be in correspondence with you about anything we perceive as problematic.

A few points to note:

- Please ask your authors to contextualise their articles – they should not assume that readers (who are from a wide range of countries, cultures and languages) know anything about a particular subject. Any overlap can be ironed out once the whole issue is ready.
- The whole process can take as much as 18 months from beginning to end, although hopefully much less in many cases, especially where the Special Issue is to be compiled from conference papers for example. You should put together a realistic time frame which includes enough time for authors to write, referees to receive and read, authors to revise, yourself to edit.....that takes account of university terms, author commitments and so on.
- Note that WSIF can accept (and indeed welcomes) articles with multimedia content, such as video and audio segments and extended datasets and/or images. This can really make an issue stand out. Think about video abstracts, for example. Full details of how to submit and what formats, etc. to use are given in the guide for authors.
- Below you will find a useful workflow procedure

I hope that this letter has been useful to you when considering your special issue proposal. Should you have any questions at any point in the process, however; please feel free to contact the Editor-in-Chief or the relevant Regional Editor.

With all good regards,

*The WSIF Editorial Team*

### **Workflow Procedure for WSIF Special Issues**

- 1) A Guest Editor(s) puts together a proposal for a special issue and sends this (an overview, collection of abstracts and set of bio-notes) to a Regional Editor or the Editor-in-Chief
- 2) The Editor responsible will review the proposal and if accepted...
- 3) The Guest Editor will then proceed to commission the individual articles
- 4) All authors will submit onto the WSIF EES online submission and review system
- 5) The Guest Editor will conduct the review process for all articles and see that any necessary revisions are made
- 6) When the SI is complete; it will be passed to the responsible Regional Editor and/or Editor-in-Chief for final analysis (at this stage, further revisions may be requested or one or more articles rejected due to quality or scope problems)
- 7) If accepted; the papers will automatically flow into the typesetting process
- 8) Page proofs will be generated and once these have been corrected; the articles will first be published on ScienceDirect as 'articles in press' and then as a full print and online issue