

***Geoforum* Themed Issue Protocol**

Geoforum is keen to attract proposals for themed issues which contribute to the overall aims of the journal.

The procedure for themed issues is as follows:

Submission of proposal

1. Proposed themed issue editors should submit a proposal to the *Geoforum* office (Geoforum@nottingham.ac.uk). This proposal should include a c.500 word abstract outlining the aims and importance of the proposed themed issue and the details of the proposed papers (including authors, affiliation, paper titles and a c. 300 word abstract). Themed issues normally include between 5 and 8 full-length papers (c. 9,000 words each, including footnotes but excluding bibliography, abstract, tables and figure captions) as well as a short introductory editorial by the themed issue editor(s). It would also be useful to indicate a proposed timetable for paper submission.
2. There are **three** deadlines for the submission of proposals per year: **28 February**, **30 June** and **31 October**. Decisions are normally made within three weeks of these deadlines.
3. If the proposal is successful, the themed issue will be allocated to a particular *Geoforum* editor and a theme issue identifier will be set up in the Elsevier electronic submission system (EES)
4. Once a proposal has been accepted, themed issue editors should provide the appropriate *Geoforum* editor with an expected deadline for paper submission and a list of suggested referees (between 5 and 10 people depending on the number of papers in the proposed theme issue).

Submission of papers

1. The themed issue editor(s) should liaise with authors regarding their papers to ensure that they are all submitted about the same time, that they are of a suitable quality and that they follow *Geoforum* guidelines. Themed issue editors can choose to reject papers at this stage.
2. Individual authors submit their papers electronically, ensuring that they mark the paper as belonging to a particular themed issue.
3. Papers are sent out to peer review following normal *Geoforum* procedures. Referees may include some of those suggested by the themed issue editors.

Decisions on papers

1. On receiving the referees' reports, the *Geoforum* editor will make a decision regarding individual papers. The decision and copies of the reports will be sent to the author and also the themed issue editor(s) through the EES.
2. In situations where *Geoforum* editors feel it is appropriate, they will liaise with the themed issue editor(s) in coming to a decision about individual papers.
3. Once decisions have been made, themed issue editors may liaise with authors regarding revisions and should also ensure that all authors are working towards submitting final versions of their papers by an agreed deadline.
4. Themed issue editors provide an introductory editorial to the collection. This should be provided by the agreed deadline and submitted electronically through EES. At this point, themed issue editors should also specify the order in which the accepted papers should be printed by informing the *Geoforum* office.