

## Guest editor guide

As a guest editor you will oversee the production of a single journal issue, working closely with the journal's editor and/or production manager. Please read our *Short guide to journal production* and keep it to hand throughout the production process. This document, and the other Online Resources (ORs) mentioned below, can be found on our website: <http://www.intellectbooks.co.uk/page/index,name=journalresources/>

The role of guest editor has three main stages:

### 1. Finding articles

Your journal issue should be at least 35,000 words. It should contain an editorial, articles, and, if you wish, reviews, reports etc. The required word count of articles varies from journal to journal, so please refer to the journal's Notes for Contributors for this information. You need to make sure all contributors are aware of these notes and the *Intellect style guide* (OR) and ensure that they follow these closely.

Themed issues are welcome: the theme should be related to the overall aims of the journal but may extend the journal's scope or offer a new perspective on it.

### 2. Peer review process

Please refer to the *Peer review flowchart* (OR) for a summary of this process. Each article should be reviewed by at least two academics who have relevant expertise: these may be other contributors to the issue, or members of the journal's editorial and advisory boards. The flowchart is only a guide, and the reviewers' role is advisory so you are under no formal obligation to act on all of their recommendations.

The peer review process must be confidential and the author must not know who has reviewed their article. However, please keep your own records of who has reviewed what, in case of queries further down the line.

Reviewers should be asked to submit their review within 4–6 weeks. We have created some *Instructions for reviewers* (OR), which you are free to download and revise as you wish. These should be sent to the reviewers along with the article; asking for feedback without sending instructions is not advisable.

Once an article has been accepted for publication, the author must fill in a *Copyright consent form* (OR) and return it to you to keep on file. Once a sufficient number of articles have been accepted for publication, the production process can begin.

### 3. Production

Please run through the two checklists in the *Short guide...* Once everything has been ticked off, and you are certain that all the metadata has been included, you can send the journal contents to the production manager. Please note that if metadata is missing, the article will be returned to you to be amended and this can slow down the production process considerably. Please refer to the *Short guide...* for details of the rest of the production process.

If you have any queries, please contact the production manager who will be happy to help.