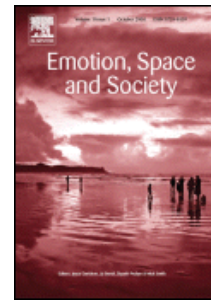


Emotion, Space and Society

Special Issue Guidelines

Rev. 1 May 2010



Thank you for your interest in proposing a Special Issue of *Emotion, Space and Society*. The following guidelines have been prepared to ensure that your Special Issue proposal moves as quickly as possible through the review process. If you have a question that is not addressed in these guidelines, please do not hesitate to contact the Editorial Assistant for *Emotion, Space and Society* (see end of document for contact information).

1. Have An Idea for a Special Issue?

The first step in preparing a Special Issue of *Emotion, Space and Society* involves submitting a proposal for review by the Editors. The proposal should be prepared by the Guest Editor(s) of the Special Issue and should include the following information:

- Overview of aims
- Statement of objectives
- Author names and affiliations, titles and abstracts for all manuscripts

Proposal should be submitted via email, as a Microsoft Word or PDF attachment, to the Editorial Assistant for *Emotion, Space and Society*.

The Editors will review the proposal and will inform you of whether or not the Special Issue satisfies the requirements to proceed through the review process.

2. If Your Proposal is Accepted: The Role of the Guest Editor(s)

If your Special Issue proposal is accepted you will be assigned a Managing Editor who will be your contact person for the remainder of the review process. There are a number of things you should be aware of with respect to your role as Guest Editor(s) for *Emotion, Space and Society*:

- Guest Editors are expected to **pre-screen** all Special Issue manuscripts and work with Authors to ensure that papers are as strong as possible prior to submission to the Elsevier Editorial System (EES). Be aware that this may impact the proposed timetable. Manuscripts that do not meet the standards for *Emotion, Space and Society* will be returned to the Guest Editor(s) and will not be sent out for review.
- Guest Editors should work with Authors to ensure that all manuscripts conform to the *Emotion, Space and Society* house style. Details concerning the house style may be found at:
http://www.elsevier.com/wps/find/journaldescription.cws_home/713880/authorinstructions

- Guest Editors should source a minimum of **three reviewers for each manuscript**. The names, affiliations and email addresses of the reviewers should be emailed to the Managing Editor of the Special Issue **prior** to manuscript submission via EES.
- Guest Editors should be prepared to continue to assist Authors throughout the peer-review/revision process.
- If the peer-review process produces an acceptable number of papers for publication, the Guest Editor(s) will be expected to submit an Editorial Introduction to the Special Issue. Please note that the minimum size of a Special Issue is **60,000-70,000 words**.

3. The Submission Process

A specific submission category will be assigned for your Special Issue in the Elsevier Editorial System (<http://ees.elsevier.com/emospa/>). Your Managing Editor will inform you of the category assignment.

It is critical that **all** manuscripts be submitted under the assigned category. In addition, please ensure that all manuscripts are submitted within a **two-week** window. No papers will be sent out for review until all have been submitted.

4. Acceptance and Publication

You should be aware that the Editors of *Emotion, Space and Society* cannot guarantee publication of a Special Issue until all manuscripts are at the acceptance stage.

Emotion, Space and Society | EDITORS

Dr. Joyce Davidson

Queen's University, Canada
joyce.davidson@queensu.ca

Dr. Liz Bondi

University of Edinburgh, UK
liz.bondi@ed.ac.uk

Dr. Elspeth Probyn

The University of Sydney, Australia
elspeth.probyn@arts.usyd.edu.au

Dr. Mick Smith

Queen's University, Canada
ms24@post.queensu.ca

For all general enquiries, please contact the **Editorial Assistant** for *Emotion, Space and Society* at: victoria.henderson@queensu.ca