

Longitudinal and Life Course Studies

Special issues and special sections

LLCS is pleased to consider for publication special issues and part special issues (special sections) comprising sets of papers relating to a common theme. A special issue will normally include not less than six and not more than eight papers, not including the guest editorial. A special section will consist of not less than three and not more than five papers, not including the guest editorial. Guidance on the steps to be taken in submitting proposals for these forms of publication in the journal is set out below.

Process

1. Email the Executive Editor describing, in no more than a short paragraph or two, the idea for the publication – topic addressed, type, size, origins and names of the editors.
2. Submit a proposal in, either extended outline or full form, depending on the stage of development of the issue/section (signed-up authors and papers), including a provisional timetable (see below). However, there is still some flexibility around the proposal as the final shape of a special issue/special section will often evolve during the reviewing and production process.
3. Once a proposal has been accepted, all papers are expected to pass through an internal review process, organised by the guest editor(s), before submission to the journal.
4. Once submitted to the journal, all papers will go through a process of external double blind peer review before a final decision is made about publication.

Special issues and special sections normally take at least six to nine months from journal receipt of manuscripts to final publication, depending on the length of the external review process. The Editors reserve the right to reject any articles which do not meet the quality standards of the Journal. They may decide to run the special issue as a special section if there is an insufficient number of acceptable articles.

Apart from the two-stage review process, all other journal requirements and guidance for authors are the same as for individual papers.

The full proposal, which will normally be three to five pages long, will need to address the following points:

1. Guest editor(s): include email addresses for all guest editors and identify who is corresponding editor.
2. Rationale for the special issue/section: what is the added scientific and communication value of assembling the papers as a coordinated set around a common theme, rather than as individual papers? This explanation will also need to be set out in a short overview paper introducing the papers and constituting the guest editorial – usually the last paper to be written.
3. Content: title and brief description (100–150 words) of each of the papers (as far as known).

4. Internal review: procedures to be adopted e.g. process to be conducted by editors alone or involving all authors and over what time scale.
5. Schedule: proposed (provisional) timetable (with dates) comprising deadlines for: submission of papers to the guest editors; completion of internal review; submission of papers to the journal individually via website, which can be as soon as each paper passes through internal review for Section Editor decision.
6. Communication plans: e.g. any plans for publicising the issue and the individual papers within it (not essential at this stage).