



# Guidelines for special issues in *L1*

## Overview of procedure

1. Proposal
2. Review of the proposal
3. Call for papers
4. Review of the manuscripts
5. Introduction to the special issue
6. Final review
7. Publication

## 1. Proposal

Guest editors either take the initiative to propose a short abstract for a special issue, or they are invited by the editorial board of *L1* to write a short abstract for a special issue.

The length of the proposal is 200 to 400 words.

The proposal should be submitted on the *L1* publication platform.

The abstract should contain the following elements:

- Description of the theme (and subthemes), research question, and, if possible, method(s), main results and implications;
- Preliminary list of potential authors or authors who have already agreed to the proposal (add the titles and abstracts of their contribution (200-400 words each));
- Publication scheme with list of deadlines (abstracts; full papers; review round; publication).
- Indication of type of proposal. We distinguish three types of proposals for a special issue:
  1. An open proposal: this proposal contains an open call for contributions, with theme, subthemes, indication of type of contributions expected.
  2. A half open proposal: this proposal contains the same as type I, but in addition three to maximum five abstracts (authors, title, abstract) are already included.
  3. A closed proposal: this proposal contains the same as type I, but for an already selected group of contributors.

## 2. Review of the proposal

Proposal will be evaluated by two editors of *L1*.

Within short notice, feedback is sent to special issue editors.

In case of a positive review, one of the *L1* editors will be appointed as a contact person between the guest-editors and the journal during the following phases 3-7.

## 3. Call for papers

If proposal type I or II has been submitted, the call for papers will be distributed.

The guest editors will send out a call for papers so as to attract (extra) papers. The call will be posted on the *L1* website, and the proposers are announced as guest editors.

If proposal type III has been submitted and accepted, the proposal will be posted on the *L1* website, and the proposers are announced as guest editors.

#### **4. Review of the manuscripts**

The manuscripts for a special issue are subject to both internal and external review:

1. Internal review: All papers will be internally reviewed by the guest-editors. Only papers that are approved by the guest editors will be subjected to external review.
2. External review: All papers subjected to external review, will be reviewed by three *L1* reviewers appointed by the *L1* editor.

Dialogue in-between guest editors and *L1* editors:

The *L1* editor feeds external reviews back to the guest editor(s), who will deal with the authors about the reviews and the revision process. Guest editors propose a decision to the *L1* editor. The *L1* editor reviews the decision proposal and decides whether to accept. Guest editors send decisions to authors.

#### **5. Final review**

During the final review, the revised manuscripts will be evaluated by the *L1* editor on the basis of the recommendations in the previous review round. If necessary, further revision is asked for.

Preparing the special issue for publication, the *L1* editor is responsible for sending papers to the formatter to get it formatted, add the final reference in the first page footer, where guest editors must be included as editors of the special issue, and ensure other aspects of editing.

#### **6. Introduction to the special issue**

Simultaneous with phase 5: On the basis of the selected papers the guest-editors write an introduction to the special issue.

#### **7. Publication**

Publication of the special issue on the *L1* publication platform.