

Special / themed issues: guidance for guest editors.

This guidance should be read along with Sage guidance for publication (Sage Quick reference for MiE).

Submitting a proposal Special Issues

A short proposal of no more than 1500 words should be submitted to the editors at mieditors@gmail.com This should contain the following:

1. An outline of journal content.
2. Justification of content (why is this important now, what will this contribute to the field ?)
3. List of potential articles (title and brief abstract)
4. List of potential authors

Submitting a proposal: Themed editions (no more than 3 papers, plus editorial)

Description of themed edition: Themed editions will comprise no more than 3 papers, one of which may be an opinion piece /interview, which will be published in MiE alongside one or two non-themed articles.

A short proposal of no more than 1500 words should be submitted the editors at mieditors@gmail.com this should contain the following:

5. An outline of themed content
6. Justification of content (why is this important now, what will this contribute to the field?)
7. List of potential articles (no more than 3), with title and brief abstract.

Once the proposal has been accepted and potentially timetabled by the editorial team the guest editors will need to agree that all articles including the editorial will be submitted by the deadline date.

Failure to do so may result in the issue being put back.

Guest editors of both themed and special editions will need to:

1. Submit a list of articles + names of authors to mieditors@gmail.com marked clearly with the title of guest issue.
2. This should be accompanied **one reviewer for each article** (the other review to be carried out by guest editors).
3. All articles should be submitted via SageTrack and must clearly state the name of the special issue for which they are destined.
4. Guest editorials should be submitted via SageTrack. These will then be sent for proofing /contributor forms to guest editors. **They will not be edited.**
5. Reviewers will be expected to abide by the timetable so it is suggested that Guest Editors compile a timetable for all authors and reviewers so that the issue is produced to deadline.
6. Any queries should be addressed to mieditors@gmail.com
7. Please ensure that authors comply with submission guidelines, over wordcount or non-anonymized papers will be returned to the author.
8. All authors and editors should submit a short bio and photograph (headshot must be 300 DPI) to the Guest editors. This must then be sent by them to Anthony Green anthony.green@sagepub.co.uk clearly stating the name of the special /themed issue.
9. **No articles will be published without the content of item 8 and a completed copyright form** (this will be generated by the system on acceptance of article). We strongly recommend that photos and bios are collated at the beginning of the process rather than having to rush to deadline.

