



## ***Compare: A journal of comparative and international education***

### **Procedures for Special Issues (SI)**

We welcome proposals for special issues (or partial special issues) involving a collection of articles that focus on a theme or issue relevant to the journal's aims and scope. Each special issue is produced by one or more Guest Editors, who are responsible for liaison with contributing authors. A full Special Issue normally consists of articles roughly totalling 70,000 words with the maximum word length of an article being 9,000 words, inclusive of an abstract, keywords, footnotes, references and also approximations for figures and tables (should a figure or table occupy half a page or a full page, please count this as 250 words or 450 words respectively toward your total article word count).

The publication process involves three stages.

#### **Stage 1: Initial Proposal**

The proposed Guest Editors provide an outline proposal (maximum 2 A4 pages; to be sent to oscar.valiente@glasgow.ac.uk) which describes the focus and rationale for the SI and the proposed contributors. The journal Editors will then decide whether the proposal meets the journal's aims and scope. If it is so decided, the SI editors will be requested to submit a full proposal.

#### **Stage 2: Full Proposal**

The Guest Editors submit a full proposal which will include:

- (a) an overview (one page A4 maximum) from the Guest Editors of the aims, content, and expected audience for the proposed issue, with an explanation of the distinctive contribution it is expected to make to educational research and why the selected contributors are the appropriate people to provide this

- (b) a table of contents
- (c) an abstract for each of the proposed contributions (about 200 words)
- (d) a biographical statement for each of the Guest Editors, linking them to the field of study
- (e) brief details about the other contributors, including their institutional affiliation
- (f) an estimate of when the complete first draft will be available

This proposal will be evaluated by the journal Editorial Board, along with other suitable referees as is seen fit.

The criteria by which the proposal will be judged are:

- Is the proposed topic of interest and relevance to an identifiable and substantial audience interested in Comparative and International Education?
- Does the proposed issue address gaps in the literature?
- Has the proposed topic been covered recently by *Compare*?
- Does treatment of the topic demonstrate an awareness of developments in the relevant field?
- Is the proposed topic/theme well conceived and significant?
- Is the proposal clearly and logically constructed?
- Do the contributors include researchers who are well regarded in their field?
- Do the Guest Editors inspire confidence to complete the task?

Selection also favours collections that involve authors from several countries and which include synthesizing introductions and/or commentaries (either by the Guest Editors or by independent discussants appointed or proposed by the Guest Editors).

If a proposal is evaluated positively, a formal time line is agreed for development of the full draft and an Editor is appointed to liaise with Guest Editors.

### **Stage 3: Reviewing/Final Submission.**

After the Guest editors have reviewed the draft articles (and liaised as necessary with the contributors) they will submit them to *Compare*. All articles will then be subject to the journal's standard process of anonymous review by two referees. Where the SI involves an introductory and/or concluding article these will also be submitted and reviewed by the journal's Editors. On receipt of the referees' reports, the Guest Editors will liaise with their contributors and, when the reviewers feedback has been responded to, they will submit the final SI manuscripts. Guest Editors are requested to contact the journal's Book Reviews Editor with suggestions of books to include in the special issue to fit with the theme. It is helpful if this can be done as far in advance as possible, in order to allow time for books to be requested from publishers, and to find reviewers.

*More detailed guidance on the specifications for the format of papers is provided on the journal's website (<https://www.tandfonline.com/journals/ccom20/>) on the 'Instructions for Authors' tab. These author guidance notes can also be found on the inside back cover of the journal print copy.*