

Guidelines for Proposing Special Issues

European Journal of Psychological Assessment

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The *European Journal of Psychological Assessment* occasionally publishes Special Issues on relevant topics and strong proposals for Special Issues are always welcome. This document provides guidance on how to increase the chances of success when submitting a proposal.¹

Special Issue articles need to fulfill all the normal requirements of any individual *European Journal of Psychological Assessment* article and should be of relevance to a wide international readership. Authors should note that the review process applies for articles in Special Issues as for regular articles, namely a rigorous and blind peer-review process.

Special Issues should be about a topic of notable significance (see here for the journal's aims and scopes: <http://www.hogrefe.com/j/jpa>) and it is expected that at least some of the guest editors proposing a Special Issue will be highly acknowledged researchers in their respective field.

(A) Initial proposal and agreement in principle

All Special Issues must receive initial approval from the Editor-in-Chief (EiC) before papers are submitted. Proposals should be emailed to the EiC, currently Samuel Greiff from the University of Luxembourg (samuel.greiff@uni.lu). There are two main formats proposals can take; whereby a combination of the two (with some proposed papers and some to be added by an open call) is also possible:

1: A detailed formal proposal, which includes the titles and abstracts of the proposed articles.

This proposal format must contain:

- The title of the Special Issue;
- A brief CV of the proposed Guest Editors (usually no more than three);
- A statement of the Special Issue's significance for *European Journal of Psychological Assessment* and a draft introduction if possible;
- Titles and draft abstracts of each of the proposed articles. Preferably, there should be at least 10 proposed articles to allow for possible rejections;
- Brief details of contributors;
- An outline timetable (see below for a template)

2: A proposal for a Special Issue Call for Papers.

This proposal format must contain:

- The title of the Special Issue;
- A brief CV of the proposed Guest Editors (usually no more than three);
- A statement of the Special Issue's significance for *European Journal of Psychological Assessment* and the likely content to be covered;
- A draft of the Call for Papers. The EiC can be contacted for guidance and examples of previous Calls for Papers;
- An outline timetable (see below for a template).

¹ These guidelines are an adapted version from *Thinking Skills & Creativity*; used with permission from Rupert Wegerif

The Editors of *European Journal of Psychological Assessment* will consider whether the initial proposal is of interest to the journal and the proposed Guest Editors will be informed whether or not it will be granted agreement in principle to proceed. If a Special Issue moves forward, Guest Editors are expected to oversee the peer review process for the Special Issue, but final acceptance approval for each paper will be given solely by the EiC (or an assigned Associate Editor).

The EiC and Guest Editors will point liaise directly with each other regarding progress of the Special Issue and any queries that arise throughout the process. In cases where a Call for Papers is issued, the EiC will liaise with the Guest Editors to finalize and disseminate the Call for Papers as widely as possible. Guest Editors will also be given full support and guidance regarding the use of the online submission and reviewing system (“Editorial Manager”) used by *European Journal of Psychological Assessment*.

(B) The review process and editorial procedure

1: For the detailed formal proposal (type 1 above):

After agreement in principle, the Guest Editors consider the articles and, when they are convinced that they meet the appropriate standard, instruct the authors to submit their papers via *European Journal of Psychological Assessment*'s online submission system. Guest Editors should make it clear to authors that being invited to submit a paper is absolutely no guarantee of its publication. Authors should submit their papers to the appropriate Special Issue and clearly note this in their cover letter to the editor during the submission process. The submitted papers will then be available within the online system for the Guest Editors to send out for double-blind peer review. It is expected that at least one (or better, two) of the reviewers are not involved as contributing authors or Guest Editors in the Special Issue.

2: For proposals for a Special Issue Call for Papers (type 2 above):

As submissions for the Special Issue will arrive directly from authors in the online submission and review system, the Guest Editors will be able to access these and assess whether each paper is in scope for the Special Issue. The paper will then either be rejected or should be sent out for external peer review. If a paper does not meet the criteria required for the Special Issue, Guest Editors may reject papers without them having been sent out for external peer review. It is expected that at least one (or better, two) of the reviewers are not involved as contributing authors or Guest Editors in the Special Issue.

For all Special Issue types please note that:

(a) The EiC may wish to take a first look at all papers submitted to a Special Issue and may reject papers without review on the basis of quality, originality, or significance, or ask for further revisions to be made prior to review.

(b) The double-blind peer review of each paper will be carried out in the normal manner via the journal's online submission and peer review system under the lead of the Guest Editors. Once reviews are returned, the Guest Editors will need to make a provisional decision accompanied by a detailed action letter (templates can be provided by the EiC). This will be communicated to the EiC for confirmation of the decision. Should the EiC not agree with the acceptance decision proposed, the Guest Editors may appeal, but the final accept/reject decision lies with the EiC only.

(c) As articles start to be accepted, the Guest Editors will be prompted to start preparing an introductory article, which should be original and not previously published, to be submitted no later than 2 weeks after the acceptance of the last article in the issue (i.e., an editorial for the Special Issue). This introduction should set the scene and provide the premise for the Special Issue referencing the articles included within.

(d) It should be noted that, during the review process, the EiC can reject individual papers, or the Special Issue as a whole, if it does not meet quality standards. If fewer articles than anticipated are accepted, a Special Section (instead of a full Special Issue) may be proposed by the EiC, or, alternatively, a grouped publication of articles without an introduction.

(e) Accepted articles will possibly be published and be citeable as an "advance article" (= "online first") prior to completion of the full Special Issue. Authors receive proofs to check and approve, as usual.

(C) General information

(a) Length: As a general guide, a full Special Issue should comprise of approximately 6 to 10 articles. Where the review process results in fewer articles, then a Special Section can be published.

(b) Timetable: Authors should work to clear deadlines set by the Guest Editors and the EiC, and be made aware that if they miss deadlines for submission, revisions, or return of proofs, then their papers may be excluded from the Special Issue so as not to disadvantage other authors, this might ultimately mean rejection of the article.

(c) Promotion and Ordering of Copies: *European Journal of Psychological Assessment* is always interested to hear of any society meetings or research groups that are relevant to the theme of a specific Special Issue. Occasionally it may be possible to arrange for promotional leaflets to be sent to such meetings, if plenty of notice is given. Please note that the publisher does not routinely generate Special Issue flyers nor does it print extra copies of Special Issues unless specifically agreed with the Publisher prior to publication.

(d) It is expected that all Guest Editors and authors involved in the Special Issue will comply with the strict ethical standards enforced by the journal.

(D) Additional Resources

Template Timeframe

Contributing authors confirmed	XXX
First draft papers submitted to journal	XXX
Reviewers return comments on manuscripts; editorial review completed; first decision communicated to authors	XXX
Authors submit revised manuscripts to journal	XXX
Decision and final comments sent to authors	XXX
Final manuscripts due from authors	XXX
Special Issue finalized	XXX
Publication of Special Issue	XXX