

GUEST EDITTING AT THE SAJ

– Processes & Estimate Timeframes –

Phase 1: Topic Selection.

- Please select a **topic** for your thematic issue (aligned with your current research interests)
- Please write a **Call for Papers** (c. 250 words – can be longer)

*Estimate amount of hours / number of weeks: 4 hours / 8 weeks

*Period:

Phase 2: Promotion & Preliminary Decision Making

a. Promotion.

- Please **invite researchers** whose work you would like to include in your issue
 - Please note that the minimum number of papers per *SAJ* thematic issue is four
 - Please note that the invitation does not guarantee the publication of the paper. All papers are subject to double blind peer review process. This being said, the Guest Editor, in communication with the Editorial Office holds the right to challenge the outcome of the reviews. In this case, the paper is sent to a third reviewer. Once the third review comes in, the Editor in Chief and the Guest Editor make a final decision about the acceptance.
 - If they chose to do so, Guest Editors are welcome to add an extra step to the pre-submission process – they can invite the authors to send their abstracts in advance and provide initial feedback. Please note that this extra step is not a guarantee of the paper's acceptance for publication, but might raise the odds by giving the authors a clearer vision of the Guest Editor's expectations and the general SAJ standards.

*Estimate amount of hours / number of weeks: 4 hours / 4 weeks

*Period:

b. Preliminary Decision Making: Paper Acceptance / Rejection.

- Please **skim through** the **submissions** to appraise should they be moved forward to the Review phase or be given a Desk Rejection
 - Please note that the Guest Editors do not do the reviews themselves, though they are welcome to provide comments if they chose to do so.
 - Guest Editors may choose to actively participate in the selection of reviewers for each paper. If proposed reviewers are from the Guest Editor's professional network, the Guest Editor can choose to make the initial contact. Afterwards, the Editorial Office will handle the correspondence (Guest Editor in CC).

*Estimate amount of hours / number of weeks: 16 hours / 24 weeks

*Period:

Phase 3: Guest Editor's Content Preparation.

- Please write a **Foreword** introducing the idea behind the thematic issue (minimum 500 words, can be longer)
- Please propose an **illustration** for the Cover Page (not mandatory)

*Estimate amount of hours / number of weeks: 4 hours / 4 weeks

*Period:

Phase 4: Post Scriptum Conversations.

- Please moderate a **post-publication event** *Behind the Scenes: Meet the SAJ Editors and Authors Series* session
 - o An online Zoom seminar (duration 1 hour) organised after the issue is officially closed. *Behind the Scenes* series allows the editor's extra space to explain their vision of the thematic issues and for authors to talk about their findings published in the said issue. *Behind the Scenes* is videoed and later used for dissemination and further promotion of the editors, authors, and the journal itself.

*Estimate amount of hours / number of weeks: 2 hours / 4 weeks

*Period:

MILESTONES

- Call for Papers published online
- First phase of the CFP promotion.
- Papers Due
- Thematic Issue Published Online
- *Behind the Scenes* Event
- Thematic Issue Available in Print