

Swiss Journal of Sociology Guidelines for Special Issues

Submission and evaluation process

- Persons interested in editing a special issue shall send a **short, written description** of their project (500 to 800 words) to socio.journal@sgs-sss.ch.
- Submission of special issue proposals are accepted on a rolling basis.
- All special issue proposals are subject to evaluation by the Editors-in-Chief, who will inform the Guest Editor(s) of the outcome within two months of submission.
- In case of open special issues, a Call for Papers will be posted on the website of the Journal and disseminated widely. It should include a description of the special issue's scientific interest and objective, and a potential list of topics for articles.
- Special issues normally contain at least 5 contributions, and maximum 8.
- The Call for Papers is edited by the Guest Editor(s) and approved by the Editors-in-Chief. Contributions go through a two-stage selection process (abstract and full manuscript). The abstract selection is organized by the Guest Editor(s) and discussed jointly with the Editors-in-Chief, who have the final say.
- The manuscripts submitted within the framework of a special issue are evaluated according to the **same procedure as all other manuscripts submitted to the Journal**. The Guest Editor(s) are in charge of the organization of the evaluation process of all the manuscripts submitted. They suggest to the Editors-in-Chief the reviewers for the external evaluations and propose a decision on the acceptance, revision or reject of each manuscript submitted. However, the final decision to accept or reject a manuscript rests with the Journal's Editors-in-Chief.
- The Guest Editor(s) write an introduction to the special issue. This text may assume various forms (simple editorial article or introductory article). The introduction is discussed with the Editors-in-Chief, who may ask for modifications.
- The Guest Editor(s) may also include a discussion article written by an external contributor which reflects on the articles and their contribution to ongoing debates.
- The Guest Editor(s) commit(s) themself(e)s to adhering to the schedule and the different deadlines agreed to for ensuring the timely publication of the special issue.

Example calendar for Special Issue to be published in March of a given year

Stage	Tasks	Deadlines	Who
Proposals' submission		December 1st (-2 year of publication)	Guest Editors
Decision about SI	Communication	January 1st	SJS Editors
Call for papers (abstracts)	Writing	February 10th	Guest Editors
	Publication and dissemination	February 15th	SJS Editors + Guest Editors
	Deadline for abstracts	May 20th	Authors
Selection of abstracts	Selection of abstracts	June 1st	Guest Editors
	Confirmation of abstract acceptance	June 10th	SJS Editors
	Information to authors	June 20th	Guest Editors
Selection of reviewers	Propositions (3 per MS)	October 15th	Guest Editors
	Confirmation	November 1st	SJS Editors
	First contact with reviewers	November 15th	Guest Editors
Full papers	Submission to SJS	November 15th	Authors
	Evaluation	January 1st	Reviewers
	First decisions	January 15th	Guest Editors
	Confirmation	February 1st	SJS Editors
	Editorial decisions	February 15th	Guest Editors
Revised papers	Transmission to SJS	April 20th	Authors
	Evaluation	June 15th	Guest Editors
	Final Decision	June 30th	Guest Editors & SJS Editors
Editing	Preparation of MS	July 10th	SJS Editorial Office
	Control editing	July 20th	Authors
	Last work on MS	July 30th	SJS Editorial Office
Production	Manuscripts to Publisher	August 1st	SJS Editorial Office
	Introduction to the SI	August 15th	Guest Editors
	Control of introduction	August 30th	SJS Editors
	Preparation of MS	Fall	Seismo
	Control MS	Fall	Authors
	Promotion text	Before December	Guest Editors & SJS Editors
	Control Issue before print	January	Guest Editors + SJS Editors
Publication	Publication of the special issue	March 1	Seismo

March 2024