EUROPEAN EDUCATIONAL RESEARCH JOURNAL

SPECIAL ISSUE PROCEDURE

PHASE 1: From interest to agreement

1.1. EXPRESSION OF INTEREST: to be send to lead editors (form available on-line, see Annex 1)

   Essential information: title, name/affiliation guest editors, 200-300 words abstract of theme/topic, list with contributions/author names/affiliation

1.2. DECISION: by lead and executive editors

   Criteria: special issue in line with aims and scope EERJ?, potential in terms of quality and feasibility?

   Decision: green light (step 1.3), orange light (resubmission of expression based on comments by the editors), red light (rejected, suggestion for other journal)

1.3. PROPOSAL: to be sent to editors (online form to be downloaded, Annex 2)

   Essential information: title, 1 page abstract of theme/topic, 200-300 words abstracts for each contribution, with two external reviewers suggested for each paper

1.4. DECISION: by lead editors and executive editors

   Criteria: complete information?, contributions in line with aims and scope EERJ?, potential in terms of quality and feasibility?

   Decision: green light (assignment of special issue to one of the lead/executive editors, and decision on time-frame for first submission, review process and final submission), orange light (resubmission based on comments by the editors), red light (serious shortcomings)

1.5. AGREEMENT: communication between assigned editor and guest editors

   Agreement on: planning/schedule, role/responsibilities, review procedure

PHASE 2: Review process

2.1. UPLOADING PAPERS: by each contributor on platform (with reference to the title of the special issue)
2.2. ASSIGNING REVIEWERS: by the appointed lead/executive editor on platform, based on the suggested referees; one review by external referee and one by guest editor (the contribution of the guest editor(s): two external referees)

2.3. REVIEW DECISION 1: by the appointed lead/executive editor on platform, based on the two reviews. The paper can be either accepted as such and sent to production, rejected, or sent back to the author for minor or major revision

2.4. RE-SUBMISSION: by each contributor, on platform (with reference to the title of the special issue). In case of major revision, authors are invited to include a letter explaining how they responded to the reviews.

2.5. ASSIGNING REVIEWERS: by the appointed lead/executive editor on platform. At least one of the initial reviewers should participate in the second round.

2.6. REVIEW DECISION 2: by appointed lead/executive editor on platform, based on own check and check by referees. The paper is either accepted and sent to production or additional minor revisions are required (no major revision possible at this stage). In case of minor revision, the procedure starts over at stage 2.4. Only one such second round is possible.

PHASE 3: Final check, decision, submission and publication

3.1. FINAL REVIEW/CHECK OF THE WHOLE SPECIAL ISSUE: by one of the lead editors

   Focus of the check/review: overall quality of the special issue, the aims and scope of the journal, review of the intro and/or outro

   Decision: green light (for publication) or orange light (request for minor revisions), and in case of additional minor revisions the lead editor communicates with the guest editor who contacts the authors with the request for minor revisions.

3.2. FINAL SUBMISSION: in case of additional minor submission): by authors, on the platform (with reference to the title of the special issue)

   (3.1.4. FINAL CHECK/REVIEW: by leading editor)

3.3. FINAL DECISION: by leading editor
ANNEX 1: Expression of interest (not formatted)

EXPRESSION OF INTEREST

SPECIAL ISSUE

EUROPEAN EDUCATION RESEARCH JOURNAL

TITLE OF THE SPECIAL ISSUE:

NAME/AFFILIATION OF THE GUEST EDITORS:

CONTACT PERSON/E-MAIL:

ABSTRACT OF THEME/TOPIC OF THE SPECIAL ISSUE (max. 400 words):

LIST WITH NAMES OF CONTRIBUTORS/AFFILIATION ((if available: title of each paper):

EXPECTED DATE FOR SUBMISSION FIRST FULL DRAFTS (month/year):
ANNEX 2: Full proposal special issue (not formatted)

FULL PROPOSAL
SPECIAL ISSUE
EUROPEAN EDUCATION RESEARCH JOURNAL

TITLE OF THE SPECIAL ISSUE:

NAME/AFFILIATION OF THE GUEST EDITORS:

CONTACT PERSON/E-MAIL:

ABSTRACT OF THEME/TOPIC OF THE SPECIAL ISSUE (max. 400 words):

LIST WITH CONTRIBUTIONS:

For each contribution, including intro and/or outro: title, author name(s)/affiliation(s), abstract of 200-300 words, suggestion for two external/independent reviewers with name, affiliations and e-mail address.

EXPECTED DATE FOR SUBMISSION FIRST FULL DRAFTS (month/year):