South African Review of Sociology (SARS) Guidelines to Guest Editors

The SARS editorial collective welcomes the contributions of guest editors who wish to focus on a specific theme relevant to Sociology in South Africa. Such issues usually draw special attention from the academic community and broaden the list of submitting authors and the readership of the journal. In order to facilitate issues by guest editors, the following guidelines are offered to ensure the smooth running of the publication.

1. Submit special issue application to SARS editorial collective, the information required:
   a. Title of the proposed special issue.
   b. Names of guest editors.
   c. Motivation for the special issue.
   d. List of possible contributing authors and an indication of when there will be a call for papers.
   e. Biographies of guest editors.
2. A member of the SARS editorial collective will be appointed to liaise with the guest editors if the application is approved.
3. Once approved, the guest editors should provide the SARS editorial collective with a one page *Call for Proposals* (previous examples will be provided) to be:
   a. published in a SARS issue;
   b. distributed on the SASA Google list;
   c. placed on the ISA newsletter;
   d. distributed by Taylor and Francis;
   e. placed on any other distribution forum the guest editors may deem suitable;
   f. guest editors may also wish to invite specialists in their field to submit abstracts.
4. The Call for Proposals should specify a submission date for abstracts and a submission date for final papers with an independent e-mail address (a dedicated e-mail address is recommended).
5. All submissions should be acknowledged and authors should be informed of when they can expect an outcome of their proposals.
6. A list of abstracts should be compiled and shared with the editorial collective.
7. Based on the quality of the abstracts, a selection of between six to ten abstracts should be made in consultation with the editorial collective.
8. Papers should then be invited from the approved abstracts and selected authors should be reminded of the submission date for the articles and provided with the SARS style sheet.
9. A list of reviewers should be compiled and shared with the editorial collective – a minimum of two reviews per article is required (if there is little consensus between the two reviews, a third review must be sourced). All approved submitted articles must undergo a process of double blind peer review.
10. All papers must be submitted on ScholarOne by the authors, indicating that the article is intended for the Special Issue.
11. Guest editors will be added to the editor's list on ScholarOne (technical training for ScholarOne can be provided) and the SARS convenor will allocate the articles to the guest editors (the guest editors will only have access to those articles they are responsible for on ScholarOne).

12. The guest editors will then have to allocate the articles to the reviewers, ensure that the reviewers keep to the submission dates and communicate the outcome of the process to the authors (this process takes place via ScholarOne and the editorial collective automatically has access to the whole process).
13. The outcome of the review process will be communicated to all authors via ScholarOne.
14. Articles that are accepted, should be proofread by the guest editors for quality assurance (and if deemed necessary must be sent for language editing).
15. If the guest editors wish to submit articles for the Special Issue as well, they should send in their articles via ScholarOne and the editorial collective will appoint reviewers for those articles to ensure the process of double blind review.
16. The guest editors are expected to write an editorial for the Special Issue.
17. Other items that the guest editors may wish to include, such as relevant book reviews and opinion pieces, should be discussed with the editorial collective during the early stages of this process.
18. The editorial collective will provide the guest editors with a timeline for the above tasks, but the whole process should be completed and articles submitted to the copy editor three months before the publication date.