

Guidelines for Special Issues

In publishing special issues (and special themes), the Editors of *BioSocieties* retain final decisions on all matters of publication, including contents, timing and approval of the final manuscripts.

The Editors must give approval to the appointment of the Guest Editor(s) of the special issue.

The Guest Editor(s) will liaise with the Editors through the Managing Editor.

The Managing Editor must be kept fully informed of the proposed contents, timing and progress of the special issue. This means that at an early stage the Managing Editor must receive and approve an outline of the planned contents of the issue, and a schedule of timing for the various stages described below.

A special issue should run to 120–140 printed journal pages, a total word length, including notes and references, of between 60,000 and 75,000 words.

BioSocieties is a peer reviewed journal, and all papers under consideration for the special issue must be subject to peer review along the lines of normal practice. This involves:

- no commitments of publication to authors prior to review;
- anonymous review of each paper by at least three referees;
- the consideration of referees' reports by the Guest Editors and the Managing Editor;
- anonymised feedback of comments to authors;
- the requirement for authors to review their papers in line with referees reports; and
- the opportunity for papers which do not meet the required standards to be rejected.

Referee process: In normal circumstances the Guest Editor(s) will nominate referees to the Editors, who must approve them. Papers for refereeing will be sent to the Journal office, which will take responsibility for distributing them to referees and for collating referee reports. These reports along with comments from the Editors will then be sent to the Guest Editor(s) who will be responsible for feedback to authors and for obtaining submissions of revised versions.

Final manuscripts must be prepared in line with the style of the journal, and must be accompanied by an abstract, keywords and a brief biography of the author.

The Managing Editor must receive the proposed final set of manuscripts for the special issue in good time for consideration before approval.

Approximate schedules for the Editors to receive final manuscripts are as follows:

- For Issue 1, published in February: 1 November of the previous year.
- For Issue 2, published in May: 1 February of the previous year.
- For Issue 3, Published in August: 1 May of the publication year.
- For Issue 4, published in November, 1 August of the publication year.

As a rule, *BioSocieties* does not publish more than two special issues in each year, and does not publish two consecutive special issues.