Guidelines for Special Issues

of

Global Environmental Politics

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If you would like any further information, please contact Susan Altman, managing editor (gepjournal@gmail.com).
Guidelines for Guest Editors

REVIEW PROCESS FOR SPECIAL ISSUES
As a guest editor, you are responsible for finding suitable reviewers for articles submitted to your special issue. Reviewers should be leading academics that specialize in the topic of the article. Global Environmental Politics (GEP) normally uses three reviewers, but for special issues only two are required, as it is presumed that you and your co-editor, if relevant, also will provide constructive feedback to authors.

GEP’s managing editor, Susan Altman, will handle the correspondence with reviewers and the compilation of the reviews. Please provide her with the following information:
1. A copy of each article that is to be sent for review.
2. Suggested reviewers (including email addresses) for each article, in order of preference. You should provide 5-6 reviewers’ names for each paper, to allow for reviewers declining.

Each reviewer will receive an anonymous version of the article and a GEP Style Guide for reference. Most reviewers choose the option for the manuscript to be resubmitted after revisions (so-called R&R) by the authors. After R&R, the manuscript is sent out again for re-review. Therefore, you should be sure to plan for this in scheduling, as R&R often extends by several months the amount of time it takes to make a final decision on whether to accept a manuscript.

Both you and the journal editors will go over all reviews. The journal’s editors have final veto authority over all articles.

As guest editor, it is your responsibility to communicate decisions to the authors of the articles in your special issue. Authors should send their revised articles to you, and you should then ask Susan to send the article out for re-review to the appropriate reviewer.

If you have a paper of your own that you wish to have reviewed for the special issue, there is a slightly different process. If you have a co-editor for the special issue, s/he will be responsible for the review of this paper. Otherwise, the journal’s editors will handle the review process, and the managing editor will send you the decision.

ANONYMITY
Authors should not reveal their identity either explicitly or implicitly. Please double-check the text and all footnotes of each manuscript you receive for any self-references before sending them on to GEP. Reviews that are sent to authors also must be entirely anonymous.
FORMATTING
GEP does not usually require strict adherence to formatting guidelines when articles are first reviewed. However, the initial submission should include a reference list containing complete publication details, and should use footnotes to cite sources, showing the author’s name, the date, and page numbers when quoting or referring to particular sections.

The GEP Style Guide should be sent to authors on acceptance of their article, or before if requested. If an article is accepted for publication, the author should submit a final version strictly adhering to the Style Guide. Please review the Style Guide and become familiar with it, so you can communicate with your authors about manuscript preparation.

WORD COUNT
As guest editors, you may choose the number of articles and forum pieces to include, as well as the presence, length, and structure of pieces to introduce and close the issue.

The special issue should not exceed 55,000 words total.

Each research article should be no more than 8,000 words including footnotes and references, and each forum article should not exceed 3,000 words.

ORIGINALITY
GEP does not evaluate works already published elsewhere or under current review by another publisher. As a partial exception, a study that is promised to a future edited book can normally be published if (1) the book will appear at least six months after the GEP article, (2) and the GEP editors have agreed to the author’s request at time of submission. As guest editor, it is your responsibility to ask the GEP editors if they will agree to such a request.

COPYEDITING
You should consult with the journal editors and other guest editors to determine who will copyedit the articles in the issue. The guest editors are responsible for copyediting; you may do it yourselves or assign others to do it, but it is your responsibility to ensure that it is completed well and delivered on time.

TIMELINE
Please adhere to the following timeline to ensure that the publication process goes smoothly. It is important for you to make every attempt to meet these deadlines, as failure to do so will likely mean a delay in publishing your special issue. Our relationship with our publisher, MIT Press, hinges on our meeting our obligations faithfully, and we rely on you to ensure that we do so when it comes to special issues.
Most special issues are slated for the third issue of the volume, which is published in August. Unless your special issue is scheduled for a different issue number, the following deadlines pertain.

1. **August 1st** of the year *before* the issue is to be published: Submit the articles to be reviewed to the GEP managing editor, to start the review process. It helps if all articles are submitted at the same time.

2. **August to February**: Stay in touch with authors, your co-editors if you have any, and the GEP editors and the managing editor about how the review process is going. The managing editor may request your help in following up late reviewers; as reviewers often may respond to you when all else has failed, please understand that it is your responsibility to contact reviewers if need be. Please communicate to your authors that they are expected to turn around revised drafts quickly. It can take 6-7 months for an article to go through the entire review process (initial review, revisions if required, re-review, and final copy submitted by authors).

3. When an article is accepted for publication, let Susan know who is assigned to copyedit it and ask her to send the article and the *GEP Style Guide* to that person.

4. **February 1st** of the year in which the issue is to be published: You should have received final versions of all articles from the authors.

5. **February 28th**: All articles should be copyedited, and the copyedited version should have been reviewed by the author and returned to you as guest editor. In addition please do the following:
   a. Read through each article carefully to ensure that it reads clearly and smoothly.
   b. Look for and change any unclear phrasing or inconsistent usage.
   c. Double check that the author names and titles for each article are correct and identical on the table of contents, abstract, and actual article.
   d. Ensure the all text citations are also detailed in the reference list, and vice versa.

6. **March 1**: Submit the complete and copyedited issue to the managing editor so that we can meet our production deadlines.
Guidelines for Authors

SCOPE OF JOURNAL

*Global Environmental Politics* seeks to publish the best and most innovative scholarly manuscripts available on contemporary international and comparative environmental politics. The journal covers the relationship between global political forces and environmental change. Topics include the role of states, multilateral institutions and agreements, globalization, trade, consumption patterns, international finance, corporations, poverty and inequality, nongovernmental organizations, science and technology, and grassroots movements. The journal also includes studies on particular environmental problems that span two or more countries, such as climate change, ozone depletion, deforestation, biodiversity, desertification, transboundary pollution, waste management, oceans and fisheries, and endangered species. While articles must focus on political and policy issues, authors and readers will presumably have a range of disciplinary backgrounds, including political science, international relations, sociology, history, human geography, public policy, science and technology studies, environmental ethics, law, economics, and environmental science.

The journal is divided into a forum and a research section. Forum articles comprise short commentaries (no longer than 3,000 words including footnotes and references) that should stimulate thought, discussion, and debate on salient issues of interest to other scholars in the field. Research articles are full-length papers (maximum 8,000 words including footnotes and references) that contain an original contribution to research on global environmental politics.

In addition, each special issue of GEP focuses on a specific topic, and articles need to deal with that topic.

ORIGINALITY

*GEP* does not evaluate works already published elsewhere or under current review by another publisher. As a partial exception, a study that is promised to a future edited book can normally be published if (1) the book will appear *at least six months* after the *GEP* article, (2) and the GEP editors have agreed to the author’s request at time of submission. Let the guest editor when you submit the manuscript if this is a consideration.

REVIEWS

Research articles for special issues receive two-three blind reviews before a final editorial decision is made. Forum articles receive two reviews.

PREPARATION OF YOUR MANUSCRIPT

Your manuscript should consist of the following, which may all be submitted in one MS Word document:
1. A title page, consisting of only the manuscript title, your name, and word count. *Remember to include references and footnotes in your word count.*

2. A short abstract of no more than 150 words, beginning with the title of the article and in the case of research articles, omitting your name. The abstract should succinctly express the article’s most central points.

3. A short biographical statement (3-4 sentences) for each author, which includes current institutional affiliation and two or three significant or important publications.

4. Email address and telephone number for each author.

5. Body of the text.

6. Reference list of all sources cited in the text. The *GEP Style Guide* provides all the details about format for the references and text footnotes.

Please prepare your manuscript according to the following guidelines:

- For research articles, do not reveal the identity of yourself or any other author, *either explicitly or implicitly, on any page except the title page*. Citing five of your writings in the reference list will provide a strong clue to most readers. Therefore, please cite references to your own work simply as "author" without annotation and do not include them in the reference list. If fuller information might bear significantly on the paper’s acceptability, you can mention such information in a cover letter to the editor.

- Double-space the text, allow margins of at least one inch on all sides, and use 12-point Times New Roman or an equivalent font.

- Number the pages consecutively.

- Begin each tables and figures on a separate page, inserted into the text immediately following the first reference to the table or figure.

*All other information about style and formatting of manuscripts is contained in the GEP Style Guide. If we accept your manuscript for publication, please read the Style Guide carefully and follow it when preparing your final manuscript. If you do not have a copy, please contact Susan Altman, the GEP managing editor, and ask her to send it to you.*

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