

# *International Journal of Language Studies*

## Special Issue Protocol

The *International Journal of Language Studies* welcomes themed special issues on the different topics that fall within the scope of this journal and address topics of current scholarly importance and interest. Prospective guest editors are invited to read our editor guidelines at:

<http://ijls.net/pages/guesteditors.html>

### **Who are Guest Editors?**

Guest editors do play a very important role in acquiring content and leading the review process for special issue publications. Applied or general linguists who are interested in editing special issues of *IJLS* can become guest editors in two ways:

1. The journal may invite them as an expert in their specific field of research.
2. They can submit a proposal for a special issue. (The editor-in-chief may approve or reject it after consulting with the editorial board.)

### **What is a Special Issue?**

By default, a special issue is normally supposed to focus on just ONE specific area of research that has a broad appeal and falls within the aims and scope of this journal.

- Aims: <http://ijls.net/pages/aims.html>
- Scope: <http://ijls.net/pages/callforpapers.html>

A special issue also provides an excellent opportunity to (1) review a particular theme, (2) examine previously unaddressed topics/aspects, (3) propose and develop new approaches, (4) exchange perspectives, and (5) encourage new lines of research.

The key benefits of a special issue include (1) increased distribution to wider audience, (2) additional content for subscribers, and (3) increased citations—among other things.

### **Duties of Guest Editors**

The guest editor is responsible for ensuring that the peer-review process of this journal (<http://ijls.net/pages/revprocess.html>) is respected in a fair and timely manner. This selection of papers should be based on the scientific quality of their content, and the topic should clearly fall within the scope of the special issue of the journal. Prospective guest editors should observe the following:

- The guest editor should keep communicating with the editor in chief in every step of the preparation of his/her special issue.
- The guest editor should publicly announce the call for papers and give all authors from around the world equal opportunity to contribute to the special issue. If he/she prefers to invite big names to contribute to the special issue, it is OK, but again care must be practiced to avoid partiality; in any case, academic fairness and ethics talk first. Using a special issue to promote certain people or improve their *h* indices is against our codes of conduct, and prospective guest editors are requested to avoid this.
- The guest editor is expected to select reviewers who have suitable expertise in the field and must review all disclosures of potential conflicts of interest made by reviewers in order to

determine whether there is any potential for bias. Contributing authors to a special issue can be used as peer-reviewers provided that our doubly-masked review process is meticulously and closely observed: <http://ijls.net/pages/revprocess.html>

- The guest editor is expected to ask the peer reviewers (as well as the contributing authors to the special issue) to read and follow all of our guidelines:

Author guidelines: <http://ijls.net/pages/authguide.html>

Codes of conduct: <http://ijls.net/pages/ethics.html>

Reviewer Guidelines: <http://ijls.net/pages/revguide.html>

FAQs: <http://ijls.net/pages/faq.html>

- The guest editor should make sure that the contributing authors to the special issue follow our author guidelines and observe the codes of our community of practice; specifically, the contributing authors to a special issue should avoid any citations to predatory journals and vanity publishers black-listed by Jeffrey Beall:

Predatory journals: <https://beallist.net/standalone-journals/>

Vanity publishers: <https://beallist.net/>

- Research articles must typically be reviewed by at least two external and independent reviewers, and where necessary, the guest editor should seek additional opinion. The guest editor must follow the best review practice and avoid the selection of fraudulent peer reviewers.
- The guest editor should protect the confidentiality of all material submitted to the journal and all communications with reviewers; the guest editor must protect reviewers' identities.
- The guest editor should follow *IJLS* policy relating to the disclosure of conflicts of interest by authors and reviewers.
- The special issue may publish submissions from the guest editor but the number should be kept to the minimum necessary. The guest editor must not be involved in decisions about papers in which s/he has written him/herself. Peer review of any such submission should be handled independently of the relevant guest editor/co-editor and their research groups, and there should be a clear statement to this effect on any such paper that is published.
- The guest editor should give the editor in chief at least one month for the preparation of page proofs and performing the pre-publication chores. This means that the content to be included in a special issue should be delivered to the editor in chief at least one month before the final publication date.
- The guest editor should remember that a special issue can include a maximum of eight papers. If more than eight papers are to be included, two consecutive issues of the journal can be reserved for that, and the guest editor should communicate this with the editor in chief.
- This journal charges NO publication nor any author fees, and the prospective guest editor should avoid making money through a special issue; this will be checked with the contributing authors to a special issue.

### **Duties of the Contributing Authors to a Special Issue**

Like authors contributing to a regular issue of the journal, all authors contributing to a special issue are expected to:

- Follow APA style (version 7): <http://ijls.net/pdf/author.pdf>
- Use our Microsoft Word 2016 template: <http://ijls.net/pdf/stylesheet.dotx>

- Make sure their manuscript includes an even number of pages.
- Avoid citing predatory journals and vanity publishers.

Predatory journals: <https://beallslist.net/standalone-journals/>

Vanity publishers: <https://beallslist.net/>

- Cite relevant works published in IJLS since 2018.
- Read, understand and observe the following:

Author guidelines: <http://ijls.net/pages/authguide.html>

Codes of conduct: <http://ijls.net/pages/ethics.html>

Reviewer Guidelines: <http://ijls.net/pages/revguide.html>

FAQs: <http://ijls.net/pages/faq.html>

### **Final Remarks:**

Prospective guest editors may want to contact the guest editors of already-published special issues of the journal and seek professional advice: <http://ijls.net/pages/spclissues.html>

In case there is any unresolved issue or unanswered concern, both guest editors and authors contributing to a special issue may want to contact the editor in chief of the journal for clarification and/or professional advice: <http://ijls.net/pages/editors/nodoushan.html>