

*Historical Reflections/Réflexions Historiques*  
Guidelines for Guest Editors of Thematic Special Issues

## Introduction

The editing of a special issue of *Historical Reflections* provides the guest editor with an opportunity to bring a group of scholars together and to stimulate them to do their best possible work. We hope you enjoy this leadership role.

### 1. Launching the Volume.

- The guest editor of a special issue is responsible for defining its theme and for soliciting relevant contributions. The guest editor should also be a contributor to the issue, unless unusual circumstances prevent this from happening.
- HR/RH encourages authors to reflect widely on their topics. Part of being a guest editor is transmitting this intellectual spirit to the contributors. The contributors should understand that a narrowly specialized article is not appropriate for HR/RH, even if the article relates to the special theme of the issue. The best special issues are those in which every article engages with large and serious issues. In cases where a contribution is competent but could be more thoughtful, the guest editor should not encourage the authors to write a new article. Asking the author to make some modest revisions, however, such as revising the introduction or conclusion so as to widen the intellectual scope of the paper, would be a reasonable request.
- A special issue typically consists of an introduction written by the guest editor, an article written by the guest editor, and seven other articles by contributors invited by the guest editor. We do not permit guest editors to advertise for contributors in open calls for papers. Although contributors might not be known personally to the guest editor, he/she should be confident of all the contributors' abilities to produce a significant piece of work.
- We encourage guest editors to compose a brief (1-2 pages) prospectus that defines the topic of the special issue. The guest editor should send the prospectus to potential contributors as part of the invitation to contribute to the issue. The guest editor should also establish a deadline for all contributors and indicate the length of articles—generally about 8000 words not counting footnotes.

### 2. Supervising the Creation of the Special Issue

- Once the guest editor has found suitable contributors, the guest editor should remind authors to format their articles in accordance with HR/RH guidelines. Each author should receive our guidelines to writing for HR/RH [appended].

- To keep issues on schedule, guest editors will normally have to send deadline reminders to contributors. Since HR/RH will not begin editing an issue until we receive all materials for it, any contributor who is late with an article will hold up the publication process. We generally publish issues in the order in which they are completed.
- Before turning over the articles to HR/RH, the guest editor must read all articles, if necessary suggest and oversee revisions, and edit the revised versions. Although HR/RH will also edit the articles, we expect guest editors to do a round of close copyediting themselves. This editing involves such things as modifying extremely long sentences, eliminating unnecessary jargon, reducing repetitions, and ensuring that footnotes match HR/RH conventions.
- Guest editors might wish to provide each contributor with a summary of changes made in the text, but when such changes are minor, there is no need to require approval of the authors. Guest editors normally will not send entire texts back to authors for review once the copyediting process begins. Authors will have a chance to review and modify the final versions of their articles after they are edited by HR/RH staff.
- Please note that guest editors should make their editorial corrections electronically, not by hand. Please keep a copy of the original text you received from the author, but send HR/RH only the edited versions. These submissions should conform to HR/RH guidelines for contributors. They should be written in MS Word, be formatted in double space type for US Letter size paper, and should contain footnotes using HR/RH conventions. Foreign language quotations should be translated into the language of the article (i.e. English or French). Finally, two hard copies and one electronic copy of each article should be included in the submission packet. The guest editor may choose to include all electronic versions in one diskette or CD-R but each article should be a separate file on the disk. The disk should be formatted for use in a PC (or universal format if the disk is a CD-R).
- If contributors are going to include images in their articles, these should be appended to the hard copy of the article, with information as to how they should be placed in relation to the text. If only electronic versions of the images are available, they should be formatted as JPEG images and included in the diskette or CD-R and labeled clearly as to which article they are appended. Authors are responsible for securing any necessary permissions and must pay any permission fees for images they use that are not in the public domain. In addition, the cost for reproducing more than a few images must be met by the contributor: Historical Reflections will cover the cost of **no more than 15** half-tone (i.e. black-and-white) images **per issue**. If authors

desire more images for their articles, it is expected that they will pay \$20 per image for the additional processing costs.

### 3. Final Things

- We do not expect the guest editor to oversee the final editing and publishing process of the special issue, but we will inform the guest editor of how that process is progressing. Once the guest editor has submitted the finished issue, it will be read in-house and the final copyediting will be completed. Once the page proofs have been generated, the individual authors will be able to review their pieces and will also sign copyright agreements with HR/RH. Once all the articles have been approved, the final camera ready copy will be prepared and the senior editor will complete the final read-through of the issue. Publication of the special issue will soon follow this final process. The guest editor will receive four complimentary copies of the special issue once it has been published.
- The editors of HR/RH are always available to the guest editors to help facilitate the production of the special issue. We find this partnership to be very fruitful and we hope you will as well.

Linda Mitchell, Senior Editor  
Daniel Gordon, Co-Editor