



INFORMATION FOR FORUM GUEST EDITORS

How to Submit a Forum Topic Proposal

Email a 1-2 page forum topic proposal to Megan Conway at mconway@hawaii.edu that includes:

1. Topics to be explored (please be specific and include a list of specific topics/questions you will ask authors to address in your call for papers).
2. Previous editorial experience you have had.
3. Plan for soliciting, reviewing and editing manuscripts from an international authorship.
4. Potential audience for special issue outside of our regular subscription base.
5. **Do not distribute a Call for Papers until your topic has been approved by the RDS editors.**

Guest Editor Responsibilities

Note that deadlines will vary with each forum, but **it is the forum editor's responsibility to meet the deadlines as agreed upon with the editors.**

1. Call for papers - Develop call for papers and seek approval from RDS editors. We will send the CFP out to our RDS fellows, reviewers and subscribers. We will also post it on our website. You need to send it out to various listservs and other interested individuals, bearing in mind that **you need to ensure contributions from as diverse and international an authorship as possible.**
2. Review the abstracts or articles and select the ones you would like to include. Run the list of abstracts or articles by the RDS editors. Once approved by us, you can go ahead and notify authors of your decision and work with the selected authors to write and/or edit their manuscripts.
3. A note to encourage all authors to subscribe to the journal!
4. Submit compiled, well-edited forum of articles to Megan Conway. **Include an introduction by the guest editor(s).**
5. RDS editors will review the forum and return to you with any additional edits. You will correspond directly with authors about any revisions needed at their end.
6. We will format, print, bind and mail out the issue.
7. We will send out the issue to our subscribers and to the authors, but also will request that you advertise the issue via the same venues that you solicited authors and any other venues that you can think of.

IMPORTANT – ALL AUTHORS SHOULD BE ADVISED THAT AN INVITATION TO SUBMIT A PAPER IS NOT AN ASSURANCE OF PUBLICATION. RDS EDITORS RESERVE THE RIGHT TO DENY PUBLICATION OF ANY ARTICLE AT ANY TIME DURING THE EDITING PROCESS.