



INFORMATION FOR FORUM GUEST EDITORS

How to Submit a Forum Topic Proposal

Email a 1-2 page forum topic proposal, and a sample of your writing to Forums Editor Alex Lubet, lubet001@umn.edu. Forum topic proposals should include:

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. Whether or not you plan to offer authors anonymous peer review (see guidelines below for more information on what this entails).
5. Potential audience for special issue beyond our regular subscription base.
6. **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 guest 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 the RDS Forums Editor. The CFP should include information about whether or not anonymous peer review will be made available, and should state that acceptance of an abstract or initial acceptance of an article does not guarantee publication in RDS. Please refer authors to our website, www.rds.hawaii.edu, for more information about our journal and for formatting guidelines. 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, with a copy to us for our records, 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 Forums Editor. 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 by the guest editors**, forum of articles to the Forums Editor. **Include an introduction by the guest editor(s).** Indicate which, if any, articles need to be anonymously peer-reviewed.
5. If anonymous peer review is desired, the RDS Managing Editor will send out those articles to members of our Review Board. **NOTE THAT ANONYMOUS PEER REVIEW COULD ADD UP TO 3 MONTHS TO THE EDITING PROCESS.**
6. RDS editors will review the forum and return to you with anonymous peer review forms, if applicable, and any other edits that are requested by the editors. You will correspond directly



with authors about any revisions needed at their end. Submit revised forum to the Forums Editor.

7. Note that the RDS Managing Editor reserves the right to deny publication of any article or an entire forum at any time if RDS standards of publication are not met.

8. We will format, print, bind and mail out the issue. We will also post it online.

9. 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.