GUIDELINES FOR FORUM GUEST EDITORS

Effective September, 2010

How to Submit a Forum Topic Proposal

Email a 1-2 page forum topic proposal to the attention of the Forums Editor at rdsj@hawaii.edu. Forum topic proposals should include:

- Complete contact information (name, email, snail mail, phone) of ALL guest editors. Collaborative efforts between 2 or more guest editors is encouraged.
- 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).
- Previous editorial experience of the guest editors.
- Plan for soliciting, reviewing and editing manuscripts from an international authorship. Whether or not you plan to offer authors anonymous peer review (see guidelines below for more information on what this entails).
- Potential audience for special issue beyond our regular subscription base.

Do not distribute a Call for Papers until your topic has been approved by the RDS editors.

Guest Editor Responsibilities Upon Approval of Topic

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, bearing in mind that you need to ensure contributions from as diverse and international an authorship as possible.

2. **Choosing the Articles to Include** - 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. Note the total allowable length of forums is 25,000 words (including references) and be clear with authors about word restrictions on their articles. Forums should be composed of at least 3 articles plus an introduction by the guest editors.

3. **Subscriptions** - A note to encourage all authors to subscribe to the journal!

4. **Submitting the Forum** - Submit a .zip file of compiled forum of articles, submission forms, and table of contents to the Forums Editor. Forums should not exceed 25,000 words in length, and should be well-edited by the guest editors. Please include a
submission form for each article (download from our website). Thorough editing for content, grammar, and syntax should be done by the guest editors and the authors before submitting the forum for consideration by the RDS editors. Authors and guest editors MUST FOLLOW THE RDS PUBLICATION GUIDELINES POSTED ON OUR WEBSITE. Please include an introduction by the guest editor(s). Indicate which, if any, articles need to be anonymously peer-reviewed in the table of contents.

5. **Peer Review** - Peer review of articles by the guest editors is sufficient to meet RDS “regular peer review” standards. However, 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 publication process.

6. **Publication Decision** - After all of the articles in the forum have been reviewed, RDS editors will review the forum and return to you with a publication decision on each article, 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.

7. **RDS Editing Process** - Submit revised forum in its entirety to the Forum Editor. Note that additional edits may be necessary after this point. Content issues or other major issues will be communicated to the Guest Editors via the Forums Editor. Formatting issues may be communicated directly to authors via the Editorial Assistant.

8. **Right to Deny Publication** - 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.

9. **Verification of Publication** - Note that we cannot guarantee date of publication of the forum or any individual article until the issue is in press. This includes providing verification of publication for the purposes of tenure and promotion. Until the issue is in press, all articles are “submitted” until Step 6 of these Guidelines when they are either “accepted for publication,” “accepted for publication with revisions,” or “not accepted for publication.”

10. **Printing and Mailing** - We will format, print, bind and mail out the issue. We will also post it online.

11. **Author Copies** - All forum guest editors and authors will receive 1 free copy of the issue in which the forum appears.

12. **Promotion** - We will send out the issue to our subscribers and to the authors, and will advertise the issue via our listservs and networks. You are responsible for advertising the issue via your listservs and networks.