

## **BLAR GUEST EDITOR GUIDELINES**

*BLAR* welcomes suggestions for themed collections of articles from within the Latin American Studies community, and which may result from conference presentations, workshops or from research teams working on a common topic. There are two kinds of themed collections: the Special Issue and the Special Section. Special Sections bring together (usually) four articles, with a short introduction while Special Issues imply an entire issue of *BLAR* - (usually) six articles devoted to a single theme, with a longer introduction. Both Special Issues and Special Sections are peer reviewed and a guest editorial team works alongside the *BLAR* editors and Editorial office in the production of the Issue/Section. These guidelines are to help guest editors work effectively with the *BLAR* Editorial team.

It is important that guest editors and authors note that they must not presume that a proposed article, once submitted, will form part of the Special Issue Section. All articles have to be peer reviewed and will be accepted or rejected by the guest editor and the *BLAR* Editors. The final decision to accept submitted articles for a Special Issue/Section will rest with the *BLAR* Editorial team.

### PUTTING ARTICLE TOGETHER FOR A SPECIAL ISSUE/SECTION

The first task of the guest editor(s) is to decide whether to propose a Special Issue or a Special Section. We ask guest editors to make a written submission to the journal via email, explaining the rationale for publication, along with the titles and abstracts of the articles. Please note that *BLAR* recommends Special Sections in most cases. A strong case has to be put to the editorial team to justify devoting an entire issue of *BLAR* to one topic. We recommend that potential editors think very carefully about whether all the articles are of a similar (high) quality and whether all merit publication in a leading journal. The theme of the proposed Special Issue/Section should be coherent, original and balance theoretical development with original empirical enquiry.

### THE LINK WITH THE *BLAR* EDITORS/EDITORIAL OFFICE

Following submission of a Special Issue/Section to the Editorial office, the *BLAR* Editors will discuss the proposal, may ask for further details about the articles and the authors, and may recommend changes to the them or to individual contributions. At this stage, it is important that the potential guest editor submits a clear and coherent rationale for the proposed theme and set of papers. Once *BLAR* Editors agree that the proposal is original and that the papers are likely to be of high quality, guest editors are linked with a named Editor within the *BLAR* editorial team. A date is agreed for the submission of all the

proposed articles in the Issue/Section. At stage, it is very important to set a realistic date and to deliver all material by the agreed time. *BLAR* reserves the right not to publish the Issue/Section articles if the agreed date is not met, or if the quality of the Issue/Section falls short of *BLAR* standards. Once all the articles are delivered, they will be subject to the normal peer review process and subsequently a target date for publication in *BLAR* will be agreed. The same process of anonymous peer reviews applies to Special Issues and Sections as it does to all articles. The guest editor plays a particularly important role in this respect since it is her/his responsibility to oversee both the quality and the coherence of the collection. All articles accepted will have to comply with *BLAR* style and word-count requirements prior to publication.

### EDITORIAL RESPONSIBILITIES OF THE GUEST EDITOR(S)

In order to ensure quality-control and to make the Issue/Section coherent, the guest editor takes on the following roles:

1. The guest editor will propose two reviewers for each article to the Editorial office; and the named *BLAR* Editor and the guest editor must agree that the reviewers selected are appropriate. The Editorial office requests the review and reviewers are asked to return within a 6-8 week period. The review is then sent to both the guest editor(s) and the named *BLAR* editor. We also ask guest editors to copy the Editorial office into any correspondence with the reviewers.
2. The guest editor will be required to read and review all the articles.
3. The guest editor will assess the peer reviews then inform the Editorial office of the changes that s/he recommends be carried out to each article. The guest editor may want to consider issues of overall coherence (do they want the articles to pick up some common questions).
4. If changes are to be recommended by the guest editor, which is usual, the Editorial office will communicate the necessary changes to the authors, with a copy of all communications being sent to the *BLAR* Editor and guest editor.
5. The guest editor is responsible for liaising with the authors as required, in matters of presentation, *BLAR* style and word-count requirements.
6. The guest editor is responsible for presentation, quality, copy editing and final delivery of the Special Issue/Section articles to the Editorial office.
7. Once submitted for publication, the article will go into the production process, which will involve the guest editor carefully checking the first and final proofs. Final proofed articles will normally be published online via Wiley Blackwell's Early View portal prior to appearing in print.