

CRITICAL SURVEY Special Issues – Guest Editor Guidelines

The editing of a special issue of *Critical Survey* 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 process. If you have any questions regarding the guidelines below, please do not hesitate to contact the academic editors.

1. Supervising the creation of the special issue

- *Overseeing parameters*
 - Timings
Each journal issue has a schedule. The editors are given the volume/issue schedule at the beginning of each year which outlines key dates and deadlines throughout production. During each production stage, Berghahn will include a deadline to return materials (reviewed copyedits, proof corrections, etc.). To keep issues on schedule, guest editors will normally have to send deadline reminders to contributors.
 - Word counts
The length for each of the 6 to 7 main articles, including endnotes and abstracts, is between 7,000 and 8,000 words. The introduction should have no more than 4,000 words. The total word count for the issue should be around 60,000 words.
 - Style
Guest editors should make every effort to format their submitted manuscript copy as closely to the Critical Survey guidelines as possible. The style guide is available at http://journals.berghahnbooks.com/_uploads/cs/critical-survey_style_guide.pdf
 - Permissions
Copyright agreements must be supplied for each article and Permission letters for reprinting materials. The author is fully responsible for obtaining all prior permissions and clearing any associated fees. The authors should supply these agreements and permission letters along with confirmed contact information upon acceptance. Any image that is not covered by a copyright agreement at this stage may be removed from the article.
 - Images
The number of images per article should principally be kept to a minimum. The chosen images must be necessary to the text and add significantly to the content rather than simply be illustrations. The following breakdown applies:

2-3 images = regular use
5-6 images = for articles dealing specifically with visuals
10 images = maximum number of images for any article

The Editors reserve the right to have discretion of the final image count and may remove images that are deemed not relevant enough for the article.

- Supplying files
Figure captions should be included in the text along with the call-out indicating approximate placement (e.g. [Please insert Figure 1 here]). All figures (photos, graphs and maps) and tables (created in MSWord or rtf) should be placed in separate files; only the placement indicators and captions should appear in the main text. Figures should be numbered consecutively as they appear in text. Please number items individually (Figure 1, 2, 3, 4) as opposed to grouping items together (Figure 1, Figure 2a, 2b, 2c). Tables should be numbered separately from Figures and consecutively.

It is essential to confirm that all Figure files are suitable for printing. Figures generated in MS word are not acceptable for publication. For optimal reproduction figures or photos should be submitted as TIFF (300 dpi or 600 dpi for line drawings), high-quality jpeg (300 dpi) or EPS (800 dpi) at the desired print width, but at least approximately 4.5” wide, grayscale (black and white), with all fonts embedded. Colour images can be used for webfiles, but be sure that colour images will also read well when converted to black and white for print.

2. Producing the special issue

- *Supplying contributor details*
Guest editors must supply all contact information for contributors. This must include email, phone number and postal address.
- *The Production process*
 - Once the guest editor has submitted the finished issue, it will be read in-house by the Critical Survey main editors and then send on to copyediting.
 - The guest editor and the contributors will be asked to check and correct the copyedited files. The time allocated for this process is usually 2 weeks.
 - After the issue has been typeset, the guest editor and the contributors will be asked to correct the first proofs. The time allocated for this process is usually 2 weeks.
 - When the corrections have been implemented, the guest editor will be responsible to check the second proofs and approve the issue for press as quickly as possible.
 - After publication all contributors and the guest editor will receive a hard copy of the final issue and PDF files of their article.

Marketing Tips

How to promote Critical Survey

- Recommend Critical Survey to your library! We can supply you with a library recommendation form or please fill out the [electronic form](#) on our website.

- Make the journal essential reading on your student's reading lists.
- Ensure the students download the PDF instead of circulating it. This allows your institution's library to see the journal is being used.

How to promote your special issue

- As a guest editor, you will be added to the Critical Survey email list. Please share your special issue Table of Contents announcement with your colleagues.
- Link to the journal from your various online networks such as: the departmental webpage, personal blogs or social media.
- Be sure to take advantage of scholarly outlets like Academia.edu, ResearchGate, and Kudos to showcase your research by linking to the journal. As stipulated in our publication terms, please do not post the final PDF.
- Connect with Berghahn social media (Twitter - [@BerghahnBooks](#) and Facebook - [BerghahnBooks](#)).
- Contribute to the Berghahn Blog (www.berghahnbooks.com/blog) to further promote your special issue.

Feedback for Berghahn

- Inform us of any conferences you are attending, to ensure you have flyers available to circulate.
- Inform us of relevant listservs and organizations we can contact to post Table of Contents announcements to their membership list or newsletter.