

## **GIRLHOOD STUDIES GUIDELINES FOR SUBMITTING SPECIAL ISSUE PROPOSALS**

*Girlhood Studies* welcomes proposals for special issues dedicated to specific topics that align with its [aims and scope](#) and, in particular, that advance its aim to promote the critical discussion of girlhood from a variety of disciplinary perspectives, and for the dissemination of current research and reflections on girls' lives to a broad, cross-disciplinary audience of scholars, researchers, practitioners in the fields of education, social service and health care, and policy makers. Special issues normally comprise 7-8 articles of 6000-6500 words each, inclusive of notes and bibliography.

Proposals for special issues should be addressed to the editor-in-chief, Dr. Claudia Mitchell ([girlhood.studies@mcgill.ca](mailto:girlhood.studies@mcgill.ca)), and include the following:

- (a) A title and summary of the topic, its significance in and across particular fields of research, and its potential interest to the readership of *Girlhood Studies* (no more than 500 words)
- (b) Titles, abstracts, and brief bios of those scholars who have committed to participating in the special issue  
  
\*If the special issue is not yet compiled, include a draft CFP inviting submissions
- (c) Brief bios of the proposed guest editor(s), including institutional affiliation, representative publications, and editorial experience

Factors the editor will weigh as part of the decision-making process include the originality and quality of the proposal, the proposal's alignment with the journal's aims and scope, the relevant academic experience and track record of the proposed guest editors and contributing authors, and equitable representation of gender. If the editor accepts a proposal, all articles will be subject to blind review by at least two referees.

### **SPECIAL ISSUES: GUEST EDITOR GUIDELINES**

The editing of a special issue of *Girlhood Studies* 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.  
**Word counts:** The length for each of the 7 to 8 main articles, including endnotes and abstracts, is between 6,000 and 6,500 words. The total word count for the issue should be around 55,000 words.  
**Style:** Guest editors should make every effort to format their submitted manuscript copy as closely to the GHS guidelines as possible. The style guide is available [here](#).

**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:** In principle, the number of images per article should be kept to a minimum. The chosen images must be necessary to the text and add significantly to the content rather than be simply illustrations. The following breakdown applies:

2-3 images = regular use

10 images = maximum number of images for a visual or photo essay

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 the 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 color 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 GHS main editors and copyedited.
- After the issue has been typeset, 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 editor will 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.
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## **Marketing Tips**

### ***How to promote GHS***

- Recommend GHS 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 students' reading lists.
- Ensure the students download the PDF instead of circulating it. This allows your institution's library to see that the journal is being used.

### ***How to promote your special issue***

- As a guest editor, you will be added to the GHS 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](http://www.berghahnbooks.com/blog)) to further promote your special issue.

### ***Feedback for Berghahn***

- Inform us of any conferences you are attending to ensure that 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.