

## LEARNING AND TEACHING GUIDELINES FOR SUBMITTING SPECIAL ISSUE PROPOSALS

*Learning and Teaching* welcomes proposals for special issues dedicated to specific topics that align with its [aims and scope](#) and, in particular, that advance its aim to use the disciplines of sociology, anthropology, politics, international relations and social policy to reflect critically on learning and teaching practices in higher education and to analyse their relationship to changes in higher education policies and institutions. Special issues normally comprise 4-5 articles of up to 8000 words each, inclusive of notes and references. Proposals for special issues should be addressed to the editors, Penny Welch at [P.Welch@wlv.ac.uk](mailto:P.Welch@wlv.ac.uk) and Sue Wright at [suwr@edu.au.dk](mailto:suwr@edu.au.dk), using [this form](#).

Proposals will be evaluated on the basis of their originality and clarity, their alignment with the journal's aims and scope and the academic experience of the proposed guest editors and contributing authors. If the editor accepts a proposal, all articles will be subject to anonymous review by at least two referees, one of whom will normally be a member of the editorial board.

### SPECIAL ISSUES: GUEST EDITOR GUIDELINES

The editing of a special issue of *Learning and Teaching* 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.). Guest editors are responsible for keeping contributors to the detailed schedule they have agreed when their proposal was accepted. If any unforeseen circumstances arise that might disrupt the schedule, guest editors must inform the main editors immediately.

**Word counts:** The final length for each of the 4 to 5 main articles, including endnotes and abstracts, is between 7,000 and 8,000 words. The introduction should have no more than 2,000 words. The total word count for the issue should be around 40,000 words.

**Style:** Guest editors should make every effort to format their submitted manuscript copy as closely to the *LATISS* guidelines as possible. The style guide is available [here](#).

**Permissions:** The author(s) of each article must send the editors of *LATISS* a signed copyright agreement before their article can be published. Permission letters must also be supplied if the authors are reprinting materials published elsewhere. Any image that is not covered by a copyright agreement at this stage may be removed from the article. 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.

**Images:** The number of images per article should be kept to a minimum and must be necessary to the text. They must 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 decide on 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 an indication of 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 and postal address.

- *The Production process*

- Once the guest editor has submitted the finished issue, it will be checked by the *LATISS* main editors and then send on to copyediting.
- The guest editor and the contributors will be asked to check the copyedited files. The time allocated for this process is no longer than 2 weeks.
- After the issue has been typeset, the guest editor and the contributors will be asked to check the first proofs. The time allocated for this process is no longer than 2 weeks.
- When the corrections have been implemented, one of the main editors 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.

### **3. Guest editor post-production obligations**

- As part of their remit, guest editors are required to write a blog post regarding their special issue, for the [LATISS page of Berghahn's website or the Berghahn Journals page](#) The blog post need only be between 500 -1000k words in length and should be used to announce the special issue Berghahn readers. The blog post should be ready once the special issue is in the final proofing stage, so it can be posted concurrently with the issue going to press.
  - Guest editors are strongly encouraged to cultivate any news media connections they may have or access to other blogs or the use of social media to broaden the reach of their special issue.
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## **Marketing Tips**

### ***How to promote LATISS***

- Recommend *LATISS* 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 the journal is being used.

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

- As a guest editor, you will be added to the *LATISS* 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 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.