

## **Guidelines for Guest Editors of *Culture Unbound***

### **The Guest Editor's Role**

*Culture Unbound* aims to cover a wide range of topics and perspectives. In order to enrich the journal's diversity of contents we invite guest editors from different disciplines to put together thematic sections that relate to their own areas of expertise. Each guest editor has full responsibility for and freedom to develop his or her thematic section but they are expected keep the executive editor informed regarding the time frame and overall planning of the section.

A thematic section generally consists of 5-10 selected articles and a number of book reviews. It is up to the guest editor to order whichever articles s/he wants to include in the section from who ever s/he likes. The editor is also encouraged, but not required, to include a few reviews of recent publications relevant to the theme. In addition to the individual articles and reviews, the guest editor should write an introduction to the entire section. The introduction should be 2 000 – 10 000 words long and it serves to introduce the theme as a whole as well as the individual articles. The introduction should accord to the normal standard for articles as explained in the "Instructions for Authors".

The guest editor is expected to edit the articles and make sure that they correspond to *Culture Unbound's* scientific and stylistic standards (See further details in the document "Instructions for Authors"). Please keep in mind that it is the author's own responsibility to have the text proofread at his or her own expense if the editor finds that necessary. Since *Culture Unbound* is a peer-review journal, each article within the thematic section must also be read by one independent and anonymous referee who will give a general assessment of the article. The guest editor should send the text to a referee of his or her own choosing and take the referee's recommendations into consideration, pass them on to the author anonymously and make sure that the author makes the sufficient alterations. If the referee recommends that the article should NOT be published, it is up to the editor to propose a decision, with a clear motivation. The final publishing decision always rests with the editor-in-chief, who will however normally follow the guest editor's advice.

### **The Process of Publication**

The process of publication usually takes about 6-12 months from the first Call for Articles to final publication. It generally follows a standard pattern and we would like the guest editor to set up clear deadlines for every step in this process, in correspondence with the executive editor.

1. **Call for articles:** The editor orders articles, either in an open call for articles or in a more selective process. In any case, the authors should be instructed to follow *Culture Unbound's* "Instructions for Authors". It is also important that the editor sets a strict deadline for article submissions. We usually recommend **three months** from the first Call for Articles to the final date for submission.

2. **Deadline for articles:** The articles are delivered to the guest editor who first passes them on to the executive editor for a quick approval. Generally the executive editor will however not interfere in the process and the guest editor can proceed and distribute the articles to proper referees. It is up to the editor to find and contact one referee for each article. The referees' comments should preferably be provided in the referee form that is included in the "Instructions for Article referees". We usually give the referee four weeks to complete a referee report, but it often takes some time to find a proper referee so we recommend you to set your own deadline for referees to at least **two months** after the deadline for articles.

3. **Deadline for referees:** When all the referee reports are delivered the guest editor sends them on to the author, along with his or her own comments and a publishing decision. If the article is accepted with alterations, the author gets a new deadline to submit a revised version of the article to the guest editor. We recommend a period of **two months** for revision of articles.

4. **Deadline for revised articles:** When all articles are submitted and the guest editor has made sure that the necessary changes have been made, the guest editor sends the articles to the permanent editors for final approval, layout and publication. This takes about **one month**.

5. **Publication of the thematic section.** After publication, the editors will announce the release of a new thematic section on different websites and mailing lists. We also expect the guest editor to contribute to the marketing of the journal by promoting the thematic section in different forums that s/he has access to.

A publication process that follows this scheme takes about **eight months** from Call for articles to publication, but this is just a proposed timeframe for the production of a thematic section of *Culture Unbound*. If a guest editor prefers to work in a different way s/he is of course welcome to do so as long as it does not interfere with the peer-preview process. But we prefer that they keep the executive editor informed on the outline and the progress of the section.

Suggestions for thematic sections can be sent to *Culture Unbound's* executive editor, Martin Fredriksson: [martin.fredriksson@liu.se](mailto:martin.fredriksson@liu.se).