

## **Special Issue – Information for Guest Editors and Authors**

CEJISS welcomes special issue proposals related to international politics and international security. The journal is particularly interested in proposals that help advance its aims and scope. The Editorial Team of CEJISS assesses proposals on a rolling basis and aims to publish a special issue within 10-13 months after accepting a proposal and within eight months after receiving an entire batch of manuscripts.

CEJISS is primarily (but not exclusively) interested in drivers of the contemporary world's change – from geopolitical shifts, nationalist resurgence and regionalisation to environmental and technological changes. It prefers to understand the broader impacts or mutual entanglements of these processes. CEJISS publishes articles focused on Central and Eastern Europe, the region of its primary focus, as well as on other regions and the global international system. It is open to inter-disciplinary, cross-thematic and trans-regional works discussing international aspects of politics and security.

- For more information about aims and scope, please visit <https://www.cejiss.org/aims-scope>.
- For more information about requirements (both formal and academic), please visit <https://www.cejiss.org/research-articles-principles-and-requirements>

### **The initial phase – a special issue proposal**

- Proposals shall specify the topic and the contribution of a potential special issue as a whole and indicate the same for individual papers (this part of the proposal should be about 1,000 words long). It should also explicitly list contributors (authors of individual papers) and tentative titles of their papers. Please note that the team of contributors doesn't have to be finalised at this point. However, we strongly encourage potential Guest Editors to secure an agreement with the majority of potential contributors to participate in a given special issue. A brief CV of Guest Editor(s) should be included as well.
- The CEJISS Editorial Team (esp. Editor-in-Chief) are responsible for approving/selecting special issue proposals. However, their decision shall be confirmed by the CEJISS Editorial Board. Please note that neither a special issue as a whole nor its individual papers can be understood as forthcoming until they pass external peer reviews.
- A special issue needs to have at least four papers and an introductory paper by Guest Editors. Ideally, special issues should be composed of 5-8 papers and an introductory paper by Guest Editors (a concluding paper by Guest Editors may be included as well).
- Potential Guest Editors are encouraged to pre-discuss their ideas with the CEJISS Editor-in-Chief, Aleš Karmazin <[karmazin@cejiss.org](mailto:karmazin@cejiss.org)>.
- The CEJISS Editorial Team can help distribute a call for papers to approach additional contributors if this is requested by or agreed with Guest Editor(s).

### **Preparing and submitting manuscripts**

- The complete batch of manuscripts should be submitted within 2-5 months (as per agreement between Guest Editors and the CEJISS Editorial Team) after the acceptance of a special issue proposal.

**Peer-review process**

- Each paper in the selected special issue will be reviewed by two or more external reviewers. Guest Editors are encouraged to suggest potential reviewers for each contribution (paper). However, at least one reviewer will be designated by the CEJISS Editorial Team without consulting Guest Editors.
- CEJISS intends to secure reviews for all the manuscripts within two months after their submission.
- Contributors should have two months for incorporating revisions.
- Depending on the quality of revisions, papers may be sent to external reviewers once more, or the CEJISS Editorial Team may decide to accept revisions as sufficient or reject as insufficient without a further round of external reviews.
- The decision regarding acceptance or rejection is made by the CEJISS Editorial Team. However, Guest Editors will be consulted once the CEJISS Editorial Team is about to make their decision after the submission of revised manuscripts and, then, before the final decision is made. Please note that Guest Editors' opinion is only auxiliary.

**Preparing and publishing accepted papers**

- The CEJISS Editorial Team shall process all the accepted manuscripts in about four weeks. It includes language editing and proofreading that will be provided by CEJISS.
- Once all the accepted papers are finalised, the completed special issue shall be published as the nearest issue (i.e. in March, June, September or December). However, CEJISS is ready to publish an online first (ahead of print) version of a given special issue as soon as possible.