

# How to submit a Special Issue Proposal

Innovation: The European Journal of Social Science Research



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*Innovation: The European Journal of Social Science Research* welcomes the submission of proposals for special issues.

The topic of the special issue must be in line with the journal's [Aims&Scope](#). It should deal with societal innovations, change and transformation of organisations, institutions and societies at large from a social sciences perspective. The goal should be to develop societal innovations, contribute to methodological innovations in the social sciences and to create solutions for Europe. Furthermore, the contributions of special issues should primarily use qualitative approaches (though the journal doesn't fully exclude quantitative instruments).

## Submitting a proposal

To submit a proposal please send it to the Editor-in-Chief (EiC) Prof. Dr. Hans-Liudger Dienel: [hans-liudger.dienel@tu-berlin.de](mailto:hans-liudger.dienel@tu-berlin.de)

### The proposal should contain the following information:

- title of the special issue
- names, affiliation and contact details of the proposed guest editors
- a statement about the approach and idea of the special issue, the origins of the idea and its relevance for current developments
- the titles, authors and abstracts of the proposed contributions
- the expected schedule of submitting the manuscripts

## The decision process for Special Issue proposals

There is **no specific deadline to submit special issue proposals**. However, the EiC and the Editors usually plan the issues of a year/volume approximately one year beforehand. Meaning, the special issues for 2023 are planned by the end of 2021/beginning of 2022. Usually, 1-3 special issues are published per year.

Once a proposal is submitted, it is **reviewed by the editors of the journal**. The EiC communicates the decision to those submitting the proposal and gives a suggestion in which volume it could be published. The editors can also ask for a revision of the proposal (e.g., clarify certain aspects, or change the number of contributions) before it can be accepted.

## General Information about Special Issues

The **journal editors and guest editors agree on publication details and the specific deadlines of the process**. Manuscripts are **to be submitted 10 months before the expected publication date**. All articles should be **accepted two months before the publication date**.

Special Issues usually contain **7-9 articles** and the Editorial and are published online and in print.

Special Issues can be published as one of the four regular issues in a volume or as Supplement issues. **Supplement issues** are fully open access and the funding has to be acquired by the guest editors (and authors). The number of articles, the deadlines and date of publication is more flexible with Supplement issues.

## The role of Guest Editors

**One of the journal editors becomes the responsible editor for the issue** and is the first contact point for the guest editors. While the journal editor handles the review process of the articles, the tasks of the guest editors are:

- communicating with the authors of the contributions, making sure the contributions comply with the quality standards of scientific papers and are submitted according to the agreed deadlines and the [requirements of the journal](#)
- providing suggestions for reviewers for each article. Every article receives two double-blind reviews by external referees – one referee should be the journal editor’s pick, one the guest editors’
- reviewing articles at the later stages of the review process (after first round of external double-blind peer-review)
- supporting with the final decision for articles. The journal editor will include the guest editors in final decisions (accept or reject) but not necessarily in decisions for revisions.
- Deciding the running order (once all contributions have been accepted) and writing an editorial.
- Distributing the special issue once it’s published and communicating about it

The guest editors are provided with a more detailed explanation of the role and tasks once their proposal has been accepted.

## Questions?

For any questions regarding the content of a special issue proposal please contact the EiC Prof. Dr. Hans-Liudger Dienel: [hans-liudger.dienel@tu-berlin.de](mailto:hans-liudger.dienel@tu-berlin.de)

For questions regarding the process and practicalities contact the Editorial Officer Phoebe Fuhrmann: [contact@innovation-journal.eu](mailto:contact@innovation-journal.eu)

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