



AUSTRALIAN & NEW ZEALAND  
JOURNAL OF EUROPEAN  
STUDIES

## ANZJES Special Issue Guidelines

The *Australian and New Zealand Journal of European Studies* (ANZJES) welcomes proposals for Special Issues. Proposals may be submitted at any time during the year.

### Guidelines for Submitting a Proposal

A proposal should be submitted (as a Word document) directly to the Editor-in-Chief, clearly indicating that it is a proposal for a Special Issue.

Please note that Special Issues published by ANZJES generally comprise a maximum of nine articles.

A proposal should include:

- A tentative title for the Special Issue (not exceeding 15 words);
- List of 1–4 Guest Editors: please include names, contact details, institutional affiliations websites, research interests, ORCID (optional). Please make clear the expertise of the proposed Guest Editors in relation to the topic. Guest Editors are expected to be established academics. While they may choose to include early career researchers as part of their coordinating group, all aspects of the role outlined below are to be performed by the Guest Editor/s. In case where more than one Guest Editor is envisaged, please indicate a lead editor within the group;
- An abstract or summary (150–200 words) of the proposed Special Issue, including main topic and areas covered. Please be certain that the proposed topic falls within the aims and scope of ANZJES.
- Justification for why the Special Issue is needed;
- A list of six keywords that reflect the main themes of the proposal;
- A list of proposed contributors to the Special Issue;
- A proposed schedule for each stage of the process, including expected timeframes for receiving, reviewing, revising and finalising manuscripts.

### Guest Editor Role

Below is a brief outline of the expected role of Guest Editors. This is to be read in conjunction with the ANZJES [Publication Ethics and Editorial Policy](#).

A Coordinating Editor from the ANZJES Editorial Board will be appointed to work with the Guest Editors, to assist in management of the submission and peer review process through the ANZJES online portal where necessary, and to help determine that final revised manuscripts are of sufficient quality for publication in ANZJES.

Guest Editors are expected to:

- Comply fully with the ANZJES [Publication Ethics and Editorial Policy](#);
- Ensure that the content of the Special Issue falls within the aims and scope of ANZJES;
- Prepare the Special Issue's title, summary, and keywords, and prepare an introduction to the Special Issue (if included);
- Select potential contributors to the Special Issue;
- Ensure that all manuscripts are submitted and managed through the ANZJES submissions portal;
- Assess all submissions for review, or for rejection without review, within two weeks of the submission deadline;
- Run the supervision and peer review process (including identifying appropriately qualified peer reviewers) according to the ANZJES [Publication Ethics and Editorial Policy](#), and in cooperation with the Coordinating Editor;
- Make decisions on the acceptance or revision of manuscripts based on the peer reviewer reports. The assigned Coordinating Editor is expected to also maintain oversight of this process, and may be involved in decision-making;
- Ensure that agreed deadlines for the delivery of the Special Issue are met. Please note that ANZJES reserves the right to cancel a Special Issue if the Guest Editor/s fails to deliver the Special Issue by the agreed deadline, and has not agreed an extension of the deadline with the Editor-in-Chief;
- Maintain effective communication with the assigned Coordinating Editor from the ANZJES Editorial Board.