

## **Special Section Proposal Instructions and Form for *Journal of Roman Archaeology***

A Special Section is an excellent venue for publishing a select group of papers from a symposium at a professional meeting, the results of a collaborative research project, or a set of well-researched papers on a focused topic. The journal receives a large number of proposals so that acceptance is highly competitive.

A Special Section should contain at least three and no more than six papers, including the Introduction to the topic written by the Coordinator(s) of the section. The introduction should be at most 5,000 words in length. Each subsequent paper can consist of a maximum of 7,000 words, exclusive of references. Illustrations are limited to one figure per 1,000 words (when counting words all-inclusively), or one figure per 700 words (when counting only the main text). Additional figures may be submitted as [Supplementary Materials](#). The use of color illustrations is possible, though the author is responsible for the additional cost of color images for the print version.

The Coordinator should complete this form by filling in all information so that the proposal for the Special Section may be fairly evaluated by the Editors and Editorial and Advisory Boards. Incomplete forms will be returned and will not be evaluated. Please submit this document as your proposal.

### **Roles for the Special Section:**

There are 4 main roles involved in a Special Section: Coordinator (1 or 2); Authors; Editors; and Editorial Team.

#### Coordinator:

The role of the Coordinator is to arrange a coherent and thematic group of scholarly papers (maximum 5 with an introduction), to ensure the high quality of each contribution, to confirm that authors submit their contributions by the stated deadline for ScholarOne, revise their contributions if necessary and re-submit on time. The Coordinator writes a succinct introduction to the Special Section (5,000 words maximum) that must follow the same deadline for uploading papers to ScholarOne. A Coordinator is not a Guest Editor, though Coordinators should review all papers before submission to ScholarOne to verify high quality and adherence to the theme.

#### Author:

The role of an Author is to submit a scholarly manuscript by the stated deadline, [following the guidelines of the \*Journal of Roman Archaeology\*](#). The paper should be vetted first by the Coordinator before the author uploads the manuscript to ScholarOne. Each author needs to confer with the Coordinator since there may be an earlier deadline set by the Coordinator than the one for ScholarOne. The author of each paper should recommend up to 5 reviewers upon uploading the manuscript to ScholarOne. All papers are subject to peer review through the double-blind process established for the journal. Each paper of a special section must pass peer review on its own merit. Inclusion of a paper in a Special Section does not guarantee its acceptance for publication in the journal.

#### Journal Editors:

The Editor will review the proposal to ensure its completeness before its review by the editorial team. The Editor will circulate the proposal to the Editorial Team for feedback. On occasion the team may request additional advice from members of the Journal's Boards.

The Coordinator will be contacted after review to determine the proposal's appropriateness for the journal. If accepted, it is the Coordinator's responsibility to ensure high quality thematic contributions that fall within the stated length (5,000-word introduction and up to 5 papers that are a maximum of 7,000 words and images within the limits noted above).

**SPECIAL SECTION PROPOSAL FORM**

<p>1A. Coordinator (please submit a CV with relevant experience in addition to this document)</p>	<p>Full name:</p> <p>Title:</p> <p>Affiliation:</p> <p>Address:</p> <p>Email Address:</p> <p>Phone:</p> <p>ORCID:</p>
<p>1B. Coordinator #2 (please submit a CV with relevant experience in addition to this document)</p>	<p>Full name:</p> <p>Title:</p> <p>Affiliation:</p> <p>Address:</p> <p>Email Address:</p> <p>Phone:</p> <p>ORCID:</p>
<p>2. Special Section Title</p>	
<p>3. Special Section Abstract</p>	
<p>4. Explain why <i>JRA</i> should publish this Special Section: What is unique, timely, and relevant about this section that warrants publication together as a group of papers? What is its relevance to the aims and scope of the journal?</p>	
<p>5. Number of expected papers to be published in this Special Section</p>	
<p>6. List of Authors, e-mail contact; Paper Titles, and Abstracts</p>	

7. Submission deadline for upload to ScholarOne (all authors must adhere to this deadline for inclusion in the Special Section)	
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