

Guest-Edited Issues Policy for *Global Constitutionalism*

1. Introduction:

This policy outlines the procedures and expectations for guest-edited issues of *Global Constitutionalism*. Guest editors play a crucial role in shaping the content of these issues, while maintaining the integrity and quality standards of the journal.

2. Process for Guest-Edited Issues

2.1 *Global Constitutionalism* advertises an annual call for Special Issue, Symposium, or Agora proposals that focus on cutting-edge research within the scope of the journal.

2.2 Interested guest editors are invited to submit a comprehensive outline of the proposed issue including:

2.2.1 Issue abstract with title, theme and rationale, scope and objectives, and contributions to the field of research.

2.2.2 Individual paper abstracts with summary of research question, methodology, key findings, and contributions to issue theme.

2.2.3 Author biographies including details of academic background, research interests, and relevant publications.

3. Review and Selection:

3.1 All submitted proposals undergo a rigorous review process by the Editorial Board at the Annual General Meeting held each year in the summer.

3.2 Criteria for selection include the quality of the proposed theme and paper contributions, significance for the research field, and relevance to the scope of the journal.

3.3 Managing Editor notifies guest editors of the outcome of the Board's review via email shortly after the Annual General Meeting.

4. Appointment of Guest Editors:

4.1. Selection Criteria: Guest editors are selected for a Special Issue, Symposium, or Agora based on their expertise, academic standing, and experience in the field relevant to the proposed issue.

4.2. Editorial Independence: Guest editors are granted editorial independence within the boundaries of the journal's policies and ethical standards.

5. Roles and Responsibilities of Guest Editors:

5.1. Proposal Submission: Guest editors are required to submit a detailed proposal outlining the theme, scope, and potential contributors for the special issue.

5.2. Peer Review Coordination: Guest editors are involved in a collaborative approach in coordinating the peer review process with the assigned editor for the issue, including conducting an internal review of manuscripts prior to submission to the journal and suggesting potential reviewers. The Managing Editor and Assigned Editor for the issue manage the peer review of submitted manuscripts, and make the recommendations for acceptance, revision, or rejection.

5.3. Editorial Oversight: Guest editors collaborate with the editorial team to ensure that the content aligns with the journal's standards and objectives. They work closely with authors to address any necessary revisions.

6. Peer Review Process:

6.1. Transparent Review: The peer review process for guest-edited issues follows the same journal standards as regular issues, ensuring transparency, fairness, and scholarly rigor.

6.2. Editorial Board Involvement: The journal's editorial board may be involved in the review process to provide additional expertise and oversight.

7. Conflict of Interest and Bias Mitigation:

7.1. Disclosure: Guest editors must disclose any potential conflicts of interest related to the special issue, symposium, or agora. Conflicts may include personal relationships with authors or any financial interests that could be perceived as influencing the editorial process.

7.2. Mitigation Measures: The editorial team will work collaboratively with guest editors to identify and address potential bias and conflicts of interest, ensuring that the review and decision-making processes are fair and unbiased.

8. Editorial Decision-Making:

8.1. Final Decision Authority: While guest editors play a significant role in the review process, the final decision on acceptance or rejection rests with the Assigned Editor and/or Editorial Board.

8.2. Communication with Authors: The Managing Editor is responsible for conveying decisions to guest editors and authors, and facilitating the revision process, as needed, and the production process for publication.

9. Ethical Standards:

Guest editors are expected to uphold the highest ethical standards throughout the editorial process, ensuring the integrity and credibility of the special issue.

10. Review and Revision:

This policy is subject to periodic review to align with evolving editorial standards and practices.