

Journal of World Languages

GUIDELINES FOR SPECIAL ISSUES

Journal of World Languages periodically zooms in on specific topics by means of guest-edited special issues. As a general guide, a full special issue should, preferably, comprise 8 research articles. In addition to the contributed papers, a special issue also requires an editorial introduction written by the guest editors that situates and contextualizes the special issue contributions, explains how they form a coherent set, and gives a brief synopsis of each of the contributions.

The procedure for the initiation and production of special issues is as follows.

1. The potential guest editors are free to choose the theme of their special issue. Ideas for special issues should be forwarded to the Editor-in-Chief HE Wei, at francesweihe@bfsu.edu.cn for discussion.
2. If, following initial discussions, it is agreed to proceed, then the guest editor(s) of the proposed special issue will be asked to prepare a proposal. All proposals must include the following information:
 1. Title of the special issue
 2. Order of guest editor(s) (names, titles, affiliations and contact information). If the special issue is edited by more than one guest editor, it must be stated who functions as the Managing Guest Editor (i.e. who is tasked with being the contact person to the Editor-in-Chief and the publisher).
 3. Written proposal. This must state the need for the proposed issue by:
 - (i) positioning the special issue in the relevant field(s)
 - (ii) stating the common theme(s) that make the papers a coherent set
 - (iii) stating the advances provided by the special issue.
 4. A description of how the special issue relates to the aims and scope of the journal.
 5. A list of titles of the proposed articles.
 6. Draft abstracts of each of the proposed articles. Note that there should include one or two additional proposed articles to allow for possible rejections.
 7. Brief details of contributors: name, title and affiliation, and if relevant short bio-blurbs.
 8. An outline timetable including: the date for opening the submission system; deadline for initial submission; deadline for the final acceptance; and the date for closing the submission system for the special issue. Please provide a concrete timetable for a period of up to 14 months from the date of opening the submission system for a special issue to the final acceptance.
3. Proposal will be considered by the Editor-in-Chief and passed to one or more specialist referees from within and/or outside of the editorial board for review. This process may take between 4-6 weeks. The Editor-in-Chief makes the final decision whether the proposal is of interest to the journal, and the prospective guest editors will be informed whether or not it will be approved to proceed.
4. If, following the review, the proposal is accepted, the guest editor(s) will ask the contributors to prepare their manuscripts. The guest editor(s) should check whether submitted special issue contributions meet the journal's standards of quality, originality, and significance. If they do, the guest editor(s) will then invite the authors to submit their papers via *Journal of World Languages'* online submission system (<https://mc.manuscriptcentral.com/jowl>).
5. All contributions (excluding the editorial introduction) to special issues will undergo an independent, anonymous review procedure. For the first-round review, each paper will be sent out to at least two reviewers. At least one reviewer must be external (i.e. not a contributor to the special issue). It should be noted that during the review process, the Editor-in-Chief can reject individual papers, or the special issue as a whole, if the papers and the editorial processes are deemed not to meet quality standard set forth for the journals.
6. An accepted paper for special issue will be immediately published together with regular articles, and the special issue paper is simultaneously included in an Article Collection section generated under the title of a particular special issue that is underway. When all the papers are published, the introductory paper for special issue is published, which finalizes the special issue collection.