

# *Journal for the Study of British Cultures (JSBC)* — Timeline and Guidelines for Guest Editors

## Becoming a Guest Editor

Currently every other issue of the *Journal for the Study of British Cultures* is dedicated to the topic of the association's annual conference and is edited by the conference organisers. For the other, thematically open issues of the journal, members of the Association are welcome to suggest a topic and apply for guest editorship by sending a **proposal to the editorial board**. Co-editorships, also with non-members of the Association, are possible.

Decisions about proposals are made and communicated by the *JSBC* editorial board, whose members take turns in supervising the journal's individual issues. They act as the key contact person for guest editors and have a supervising role during the editing process.

Issues usually consist of an introduction by the issue editor, five articles (of roughly 5,000 words each) and a reviews section as well as the front matter and list of contributors. The **standard length of an issue is 96 pages**, with the reviews section usually c.15 pages long. Guest editors should make sure that their file does not exceed the standard length.

## Phase I: First Steps (ca 6 months)

Once a topic has been accepted along with a prospective publication date, guest editors will issue a **Call for Contributions** on the website of the Association and Journal, which will also be distributed to members prior to the annual conference and published via other relevant outlets. Potential contributors can also be contacted directly. The deadline for the submission of abstracts should be four to a maximum of six weeks. After considering the received abstracts, the guest editors will select contributors and contact authors with a **four-month deadline to submit full essays**.

**Contributions** should be formatted according to the *JSBC Stylesheet for Contributors* ([link here](#)). Guest editors should ask the contributors to use the *JSBC Template* when writing their articles ([link here](#)). When using the template, guest editors and contributors must make sure to have **installed the special font** used for the journal **on all computers on which writing and editing are done**. (It is available as a [link here](#).) If a machine without the font is used, WORD will convert the file to another font – and this will create confusion! Moreover, if the work on the text files for the journal is carried out on computers with different versions of WORD, make sure to save the files in **compatibility mode**!

## Phase II: Initial Editing and Peer-Review Process (ca 9 months)

The initial editing of the submitted essays must ensure that **contributions are in the form of scholarly essays and not conference papers**. They must, among other things, **address the topic of the issue, define their central terms and identify their position** within the debates of Cultural Studies.

As soon as guest editors are satisfied that a contribution fits the requirements of the issue, they pass the text on to the responsible *JSBC* editor to start the peer-review process. It is the guest editors' responsibility to ensure that **contributions have been checked by a native speaker** before the start of the peer-reviewing process and have the correct length of c. 5,000 words per article.

The *JSBC* editor organises suitable **peer reviewers** for all essays. Once ready, the anonymised peer reviews are sent to the contributors by the guest editors. It is expected that the **changes recommended by the peer reviewer will be carried out by the authors**. After the author returns the revised version to the guest editor, the guest editor decides whether the reviewers' comments have been satisfactorily addressed or if the essay needs to be peer-reviewed again. In cases of doubt, a decision will be made by the *JSBC* editor. Contributions that are not adequately edited may be rejected.

Once an article has passed the peer review, questions regarding **copyright and image usage** should be clarified with the contributors and the responsible *JSBC* editor. Permission to reproduce images must be obtained by the contributors or guest editors. The *JSBC* editor will help in obtaining the necessary information for this from the publisher. **Images** used in essays and for the cover design must be delivered in an adequate format, i.e. with a minimum of 300 dpi, preferably a higher resolution if possible. A suggestion for the **cover design** is usually made by the guest editors and approved by the responsible *JSBC* editor. Cover illustrations as well as illustrations in essays can be reproduced in colour if necessary.

The guest editors **monitor the timely submission** of contributions and keep the *JSBC* editor informed about possible delays. Contributions that are overdue by more than two months will, as a rule, no longer be accepted. Should the guest editors notice that a contribution will not be submitted in time or in the expected quality, they are asked to attempt to find a suitable replacement in time.

**Guest editors are obliged to compose an introduction** in which the subject of the issue is introduced and outlined. This introduction may also give a brief preview of the essays of the issue.

Once all contributions are written and edited, the guest editors should check again whether all texts correspond with the **Guidelines for the Final Print Manuscript** (which can be found at the end of this document).

**Phase III: Final Editing (ca 3 months)**

In the final stage of the editing process, the guest editors will request the **reviews** from the Reviews editor and addresses from the authors for the List of Contributors in order to be able to finalise the manuscript.

The guest editors are responsible for the **copyedit and the production of a printable PDF file according to the publisher's requirements (see the Guidelines below)**. This final version of the issue should be sent to the contributors for final approval.

The **first issue of the year always starts on page one**. The **second issue continues its page count where issue one ends**. This means that guest editors in charge of the second issue of the year need information on the eventual length of issue one before determining their own page numbering.

It is advisable to **produce separate files for the introduction, each essay, the reviews section, and the List of Contributors**. These should be combined into one PDF file in a final step. The first pages of the issue follow a standard format (with amendments for the individual issue). The *JSBC* editor will provide a template for the first pages. Königshausen & Neumann will provide the current ISSN and ISBN numbers.

In case of **queries**, guest editors may consult the ***JSBC* editor in charge, who will also be their contact to the publisher, Königshausen & Neumann**. The editor of the previous issue might also be able to help with questions concerning some details.

The guest editors send the **final version** of the issue, both as a PDF file and a WORD document, **to the *JSBC* editor** for a final check. (Note, however: proofreading and checking the formatting will have to have been completed by the authors and the guest editors before this stage; it is not the task of the *JSBC* editor to proofread the issue.) The *JSBC* editor passes the file on to Königshausen & Neumann for publication.

# *Guidelines for Guest Editors for Formatting the Manuscript for Printing*

*Nota bene:* All contributors should be asked to use the **JSBC Template** when composing their articles ([link](#)). Before starting to write, they should also download the **fonts** ([link](#)). This helps to ensure that the articles correspond to the formatting requirements from the start, which in turn reduces work for the guest editors.

Printed on DIN A 4

## **1. Page formatting**

- paper size: 23.5 x 15.5 cm (book format)
- margins: top 2 cm, bottom 2.5 cm, left 2.25 cm, right 2.25 cm
- full justification

### ■ Header/Footer:

- header from top margin: 1.0 cm
- footer from bottom margin: 1.2 cm
- no gutter margin

### ■ Font:

Original Garamond (if necessary, font files are provided to guest editors by the publisher or *JSBC* editor)

Font size:

- main text: 10 pt
- footnotes: 9 pt

### ■ Line spacing:

- main text: 12 pt (single)
- footnotes: 10.5 pt (single)

### ■ Page numbering/Header:

Numbering begins with the first page of the first article (i.e. generally on the fifth page of the issue after the front matter and table of contents). Page numbers appear in the header with even numbers on the left-hand and uneven ones on the right-hand side, both on the outer margin. No page number appears on the first page of each article.

Headers on even pages contain the name of the author, on uneven pages a short title of the article (both on the inner margin).

### ■ Paragraphs:

- paragraph indent 0.7 cm (main text and footnotes), no space line after paragraph!
- No indent for first paragraph at beginning of chapter or after blockquotes

### ■ Formatting of blockquotes:

- indented 1 cm from left and right margins
- paragraph spacing: 6 pt before and after main text
- font size: 9 pt

- line spacing: 11 pt

#### ■ Bibliography

- font and line spacing like main text
- hanging indent, 0.7 cm

#### ■ Punctuation, Hyphenation, Pagination

Use typographic double quotation marks (“ (Alt. 0147) and ” (Alt. 0148), single quotation marks (‘ (Alt. 0145) and ’ (Alt. 0146) and apostrophes ’ (Alt. 0146). Disable automatic hyphenation. Hyphenation should be carried out manually. Activate orphan/widow control in the pagination menu to avoid orphans and widows.

## 2. Images

The resolution of images needs to be at least 300 dpi. Images are embedded in the pdf file. Please make sure the right colour mode is used (no RGB mode for greyscale images or RGB mode for CMYK images). For the case that Königshausen & Neumann need to edit the images prior to printing, please provide the original word file in which the images are embedded and/or the original images as tif or jpg files.

Please make sure that the document has been carefully proofread and is complete. The manuscript needs to be supplied in Adobe pdf format (make sure the font has been embedded!) as an email attachment. Before sending the final manuscript, please double-check the formatting using a printed version of the file.