

Film Criticism, est. 1976
filmcrit@allegheny.edu

Guidelines for Guest-Edited Special Issues

Guest-edited issues provide a valuable service to the journal and its subscribers. They ensure publication continuity as well as workload relief for the editor while providing extensive coverage on topics of special interest to readers. Generally, the guest-edited issues do not use our typical double-blind peer-review process, but its two-tiered review is roughly equivalent. Guest-edited issues are organized by the guest editor(s) who solicit contributions from established scholars. Once contributors submit their essays, it is the responsibility of the guest editor(s) to review the manuscript and return to the author for revisions. Revised essays are subsequently submitted to the FC editor, who again suggests revisions if necessary. At both points in the review process, the guest editor(s) and the general editor reserve the right to reject essays whose quality is below the standards of the journal. The following guidelines define the specific responsibilities of the guest editor(s).

1. Topic and Proposal

The guest editor(s) should submit in writing a 1-2 page description of the proposed special issue. This proposal should include:

- A brief summary of the topic and its currency in film and media scholarship
- A call for papers to be distributed to potential contributors
- A list of 2-3 authors who have already expressed interest in contributing (including, if possible, an abstract of their projects)
- An estimate of the total number of manuscripts
- A deadline for the submission of all drafts as well as a proposed publication date

2. Approval of the Proposal

The editor will reply to all proposals and, if accepted, indicate any reservations or suggestions concerning the project. Other editorial decisions will be subject to negotiation between the editor and guest editor(s).

3. Responsibilities of the Guest Editor(s)

- Conduct all correspondence with contributors
- Evaluate all submissions and report editorial decisions in a timely manner
- Assist authors with their revisions
- Keep the editor regularly informed on the progress of the issue
- Submit *copyedited* manuscripts (formatted in Word) on time (documents may be e-mailed separately)
- Obtain suitable images and/or video clips for illustrating articles
- Promote the distribution of the special issue

If you have any questions, please contact FC general editor Joe Tompkins at filmcrit@allegheny.edu.