

Huntington Library Quarterly: Special Issue Guidelines

Proposing special issues of the Huntington Library Quarterly

The *HLQ* occasionally publishes special issues. These often arise out of symposia, workshops, or conferences, at the Huntington or elsewhere, but they can be standalone projects. The process for evaluation is the same whatever their origin. Please note that the *Quarterly* does not formally commit to publishing a special issue until all essays are completed and have been peer reviewed. In order to ensure that submissions to general issues are published promptly, the *HLQ* does not publish more than two special issues per year.

Preliminary discussion

Prospective guest editor(s) are welcome to discuss potential special issues informally with the editor at any time; email hlq@huntington.org or phone 626-405-2138.

Initial proposal

When guest editor(s) are ready formally to propose a special issue, they should forward to the editor at hlq@huntington.org a document containing:

- title and guest editor(s)' names, titles, affiliations, and contact information
- a one-page description of the topic of the proposed special issue and explanation of its significance. This should address how the issue fits within the scope of the journal and the readerships it might appeal to, why an issue highlighting this topic is needed now, the advances provided by the papers in relation to existing knowledge, and the common theme(s) that make the papers a coherent set.
- list of authors, titles of contributions, and abstracts (around 200 words). Contributions need not be limited to essays; we encourage guest editors to be creative in assembling a rich exploration of the topic (this might include, for example, review essays, image galleries, bibliographies, editions, among other possibilities).
- proposed time frame for completion of the full submission (see below).

Note that the journal has a publisher-imposed page limit of approximately 176 pages per issue (704 pages per year). Proposed special issues should be approximately that length. This is equivalent to about 85,000 words in our layout. There is a possibility for contributions that exceed this length or supplementary materials to be published online-only in Project Muse.

In consultation with the board, the editor will first determine whether the proposed topic is within the scope of the journal and complements what the journal has already published; if so, we will consider whether the editors make a good case for its timeliness and significance, the proposed papers seem promising, and the schedule for completion seems reasonable. If so, the editor will invite a full submission. This stage takes a maximum of one month.

Full Submission

Please forward to the editor at hlq@huntington.org:

- a thorough introduction that addresses the topic, significance, and major themes of the collection and connects each of the essays to these and one another. This may also point to directions for future scholarship based on the work in the special issue.
- a table of contents showing the proposed order of essays (and divisions/parts, if any).
- a list of illustrations, if any.
- Final drafts of all essays. Essays that originated as talks should be revised to the standards of written essays (e.g., outlines or fragmentary sentences should be rewritten as continuous prose, citations and discursive footnotes should be complete, references to the conference/talks should be omitted or converted into references to the issue/essays, and the appropriateness of colloquialisms and asides should be reconsidered).

Guest editors are welcome to suggest qualified peer reviewers. The *HLQ* editor will manage the blind peer review process and forward the readers' anonymous comments to the guest editor(s).

Review process

Taking into account the guest editor(s)' suggestions, the *HLQ* will identify at least two peer reviewers for the special issue. (Reviewers are asked to evaluate the entire issue, rather than individual essays.) The editor will then compile the responses and create a list of requests for revision. The proposers will be notified of our decision and any requests for revision in four to five months.

We ask peer reviewers to comment on:

- whether the issue as a whole addresses an important and timely topic in the field and advances the scholarship in that field.
- whether the issue is likely to be of interest outside its immediate field. Might it appeal to our broad, interdisciplinary audience of scholars of the early modern period in Britain and America?
- whether the group of essays is coherent as well as diverse. Does the introduction establish the current state of research and make the case for the significance of the proposed issue? Are there notable omissions or unusual emphases in the collection? Are there "outlier" articles that do not seem to fit the rubric? If there are parts, do the parts make sense, and is it clear why each essay is in its part?
- the quality of the research and the effectiveness of the argument in individual essays, considered on their own. Do any need substantive revision and, if so, what revisions are needed? Are any so weak that they should probably be dropped?

Assuming the reviewers recommend publication, the guest editor(s) are responsible for communicating any requests for revision to the individual authors and setting deadlines for their completion. As part of

the revision process, guest editor(s) should ensure that contributions are put into *HLQ* style and that any images and permissions to reproduce are obtained. Once the guest editor(s) set a revision deadline, the *HLQ* editor can give a rough estimate of when the issue would be published (assuming any revisions are satisfactory). Once revisions are returned, the *HLQ* editor, in consultation with the *HLQ* board, will assess these, enlisting the help of peer reviewers as needed, within two months. If any revisions are not satisfactory, the *HLQ* editor may ask the guest editor(s) to obtain further revisions or recommend that problematic contributions be dropped from the collection.

Scheduling and copyediting

Once the final revisions are accepted, the issue will be scheduled. At present, we are able to publish special issues about one year after final acceptance. The *HLQ* editors begin final copyediting, layout, and proofreading of all the essays approximately three months before publication. Ordinarily the *HLQ* editors communicate directly with authors at this point, copying the guest editor(s) on all communications, but we can accommodate other arrangements if guest editor(s) prefer to mediate these communications.

Responsibilities of Guest Editors

The guest editor(s):

- select, commission, edit, and submit the final manuscripts.
- provide a preface/introduction to the issue.
- deal directly with authors throughout the revision process.
- ensure that authors follow the *HLQ* style guide.
- ensure that authors supply illustrations of an appropriate quality and obtain all necessary copyright permissions.

last modified 15 March 2023