

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

**Contributions** should be in the form of scholarly essays and not conference papers. Make sure that they **address the topic of the issue, define their central terms and identify their position** within the debates of Cultural Studies.

The **guest editor is obliged to compose an introduction** in which the subject of the book is introduced and outlined. This introduction may also give a brief preview of the essays of the issue.

It is recommended to set the contributors an **early deadline** so that the guest editor has time to make corrections and answer queries. Recommended deadlines are: September of the previous year for the springtime issue and March for the autumn issue.

Contributions should be **peer reviewed** in good time. This means that articles should be sent to the editor in charge before being formatted. This should be done as soon as the guest editor is satisfied that the contribution fits the requirements of the issue.

The **final version of every contribution must then be completely edited by the author** before being sent to the guest editor. It is expected that the **changes recommended by the peer reviewer** will be made. The guest editor will check this. In case of doubt they consult the editor in charge. Otherwise the contribution may be rejected.

Once all the essays are corrected and set, the guest editor should **contact the Reviews editor** to negotiate how many reviews are required for the remaining pages of the issue.

**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. Cover illustrations may be in colour. Illustrations in essays will only be reproduced in black and white. Permission to reproduce images must be obtained by the contributors or guest editors.

### **Native Speaker Proof-reading**

It is the guest editor's responsibility to have the contributions checked by a native speaker.

**Abstracts** of the articles and **keywords** for the electronic version are provided by the guest editor. A list of **addresses of the contributors** must also be provided, so that authors' copies can be dispatched on schedule.

### **Print Guidelines:**

The **final version** of the issue must be presented to the publishers **as a PDF file**. Before this is done, it will once more be checked by the editor in charge (the guest editor should also send a WORD document of the issue to the editor in charge at the same time). Please note that **proofreading and checking the formatting will have to be done by the authors and the guest editor** before this stage. It is not the task of the editor in charge to proofread issues.

The **Guidelines** for producing a PDF file by **Königshausen & Neumann** are provided here as a **link**. We have found it acceptable, however, to depart from their suggestion that footnotes should be in 8.5 points. Use 9 points for footnotes instead.

The *Journal's* **Stylesheet** is provided here as a **link**.

Please **install** the **special font** used for the journal **on all computers on which editing is 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!

It is advisable to **produce separate files for introduction, each essay, the reviews section, and the Notes on 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). Their content can be copied from previous issues and adapted for the current one. Königshausen & Neumann will provide the current ISSN number.

The **first issue of the year always starts on page one** (which means that the Introduction starts on page 3). The **second issue continues its page count where issue one ends**. This means that if you are in charge of the second issue of the year, you need information on the eventual length of issue one before determining your page numbering.

The **standard length of an issue is 96 pages**. Please make sure that your file does not exceed this length. Shorten and reformat if required. You may also cut irrelevant sections or drop one or more reviews (after consulting the Reviews Editor).

In case of **queries**, you may consult the **editor in charge and Königshausen & Neumann**. The editor of the previous issue might also be able to help with detail questions.