

# ***Semiotica* Policy on the Submission and Publication of Special Issues and Special Sections**

Version: 14 July 2022

In the interest of transparency, excellence, and equality in publishing, *Semiotica* offers the following guidelines to define our policies and communicate our practices related to the publishing process for Special Issues and Special Sections in the journal. Both Special Issue and Special Section proposals are welcome, but the journal gives priority consideration to Special Section proposals. In order to ensure adequate space is reserved for the timely publication of regular issue articles, *Semiotica* now limits the publication of Special Issues to a maximum of one per year. Depending on emerging trends, the journal will publish up to two Special Sections per year in separate issues. Both Special Issues and Special Sections are subject to a competitive vetting process in the proposal stage as outlined further below.

These guidelines open with definitions to help prospective Guest Editors better distinguish between Special Issues and Special Sections. This is followed by an overview of the proposal process and the submission process. The document concludes with a summary of Guest Editor responsibilities, Editor-in-Chief responsibilities and proposal timelines.

## **1. What is a Special Issue?**

A Special Issue of *Semiotica* is a single published journal issue (between 9-12 articles) organized by a Guest Editor or Guest Editors around a theme, theory, methodology, or practice that is novel, critical, innovative, heuristic, and/or highly contributing to the advancement of semiotics studies. Special Issues must typically be proposed two-to-three years in advance of the target date of publication.

## **2. What is a Special Section?**

A Special Section of *Semiotica* is a collection of 3-6 articles published within a regular issue of *Semiotica*. Similar to the Special Issue, the Section's Guest Editor will promote – succinctly – a new theme, theory, methodology, or practice that is novel, critical, innovative, heuristic and hopes to further contribute to the field of semiotic studies. Special Sections must usually be proposed at least 18 months in advance of the target publication date.

## **3. Proposal of Special Issues and Sections**

### **3.1 Special Issues**

Guest Editors wishing to submit a proposal to publish a Special Issue to *Semiotica* will require the following information:

- a) Names of Guest Editor(s), University Affiliation, Email addresses, Bionote
  - b) Proposed Title for the Special Issue
  - c) Rationale for proposing a Special Issue
  - d) Key Words (minimum 3; maximum 5 - words need to be specific; i.e., not “semiotics” or “signs”; not including words already in the title)
  - e) Abstract describing the themes, theories, methodologies, or practices of the Special Issue
    - Original Abstracts need to be in either French or English;
    - Abstracts should be no less than 700 words, no more than 1000 words
    - A reference list of 10 key titles should be included
  - f) Provide a list of known participating authors and an abstract for each proposed article, each comprising a title and a max 500 words description.
- OR Submit the Call for Proposals in the event that the Guest Editors wish to invite submissions to their theme; call for proposals should contain all the information indicated at points a-e and be available in both English and French
- g) The proposal (and its call for papers, if any) should be emailed to [semioticaeds@degruyter.com](mailto:semioticaeds@degruyter.com)

### 3.2 Special Sections

- a) Names of Guest Editor(s), University Affiliation, Email addresses, Bionote
- b) Proposed Title for the Special Section
- c) Key Words
- d) Summary of Proposal (including a paragraph justifying the author selection) explaining in prose the originality, relevance, theme, and urgency of the proposed Special Section.
- e) Abstract describing the themes, theories, methodologies, or practices of the Special Section, between 700 and 1000 words.
- f) Provide a list of participating authors (300 word bionote) and an abstract (500 words max) for each proposed article
- g) The proposal should be emailed to [semioticaeds@degruyter.com](mailto:semioticaeds@degruyter.com)

## **4. Selection of Special Issues and Sections**

### **4.1 Selection of Special Issues**

Special Issues will be considered based on the following criteria:

- Thematic originality
- Innovation of approach
- Theoretical relevance
- Quality of abstract(s)
- Cohesion of proposed articles
- Currency of topic

Each of these criteria will be weighted according to the following metrics:

- Excellent (4)
- Very Good (3)
- Good (2)
- Satisfactory (1)
- Unsatisfactory (0)
- Problematic (-2)

Following individual evaluation, application results will be ranked to determine suitability and priority for pursuit of publication.

### **4.2 Selection of Special Sections**

Special Sections will be considered based on the following criteria:

- Theme
- Innovation
- Theory
- Urgency
- Justification of author selection

Each of these criteria will be weighted according to the following metrics:

- Excellent (4)
- Very Good (3)
- Good (2)
- Satisfactory (1)
- Unsatisfactory (0)
- Problematic (-2)

Following individual evaluation, application results will be ranked to determine suitability and priority for pursuit of publication.

## 5. What is the role of the Guest Editor(s)

Communication regarding the production of a Special Issue or Special Section must occur exclusively between the Guest Editors and the Editors-in-Chief (EiC). Authors are to communicate with the EiC only through the Guest Editors, and Guest Editors are to communicate with the Publisher (De Gruyter Mouton) only through the EiC of *Semiotica*. Guest Editors are responsible for the organizing, soliciting, reviewing, editing, and final review of all contributing articles. They are responsible for the communication of, and adherence to timelines, submission protocols, style sheet, and final submissions by all contributing authors to the *Semiotica* Scholar One interface.

Should Guest Editors choose to distribute a CfP, they also bear the responsibility of reviewing, selecting, and communicating with the authors of the abstract proposals.

Guest Editors may be invited to write a formal introduction for Special Issues only.

Guest Editors' names are published on the front cover of the issue (for Special Issues) and appear in the ToC for Special Sections.

## 6. What is the role of the Editors-in-Chief?

The Editors-in-Chief (EiC) will be responsible for overseeing the process from beginning to end in dialogue with the Guest Editors (GE). Following submission, this process begins with the evaluation of all applications and communication of decisions to the GE. Once accepted, the EiC will establish clear guidelines for the Guest Editors in writing and by meeting with GE in the early stages of the project to provide a review of expectations, timelines, processes, and answer any questions that arise. An additional meeting will then be held near the end of the process to discuss the Table of Contents before the articles are submitted to the ScholarOne journal interface online. Once articles have been submitted, the EiC reserve the right to request additional revisions at their discretion. In addition, the EiC agree to regulate and assess any conflict between GE and contributing authors and reserve the right to terminate the process of any Special Issue or section should the content or theme not be in keeping with those originally proposed and accepted for the Special Section or Special Issue.

## 7. Timelines

The deadlines for consideration in each cycle are **May 15** (for the first cycle) and **November 15** (for the second cycle). Proposals for Special Issues and Special Sections may be submitted to the Editors-in-Chief of the journal via email submission to [semioticaeds@degruyter.com](mailto:semioticaeds@degruyter.com). This is the only acceptable mode of submission. The EiC will review and rank proposals twice per year: once in mid-May and once in mid-November. Prospective guest editors who submit after May 15th, or November 15th, will be considered in the next respective cycle. Prospective guest editors who submit prior to these dates should not expect a decision until two weeks after completion of the current cycle.

## Appendix

### Special Issues Scoresheet

Criteria	Excellent (4)	Very Good (3)	Good (2)	Satisfactory (1)	Unsatisfactory (0)	Problematic (-2)
Thematic Originality						
Innovation of Approach						
Theoretical Relevance						
Quality of Abstract(s)						
Cohesion of proposed articles						
Currency						

### Special Sections Scoresheet

Criteria	Excellent (4)	Very Good (3)	Good (2)	Satisfactory (1)	Unsatisfactory (0)	Problematic (-2)
Theme						
Innovation						
Theory						
Urgency						
Justification of author selection						