

Guidelines for Guest Editing a Special Issue or Monographic Section



KRITERION – Journal of Philosophy

KRITERION – Journal of Philosophy publishes special issues and monographic sections. Monographic sections are small collections of original research papers on a specific topic, with an introductory part, that are, in contrast to special issues, published as part of a regular issue together with other articles. Special issues/monographic sections focus on a topic or debate of current philosophical interest and are typically initiated by members of the philosophical community. They often result from conferences or workshops. Special issues would typically contain about four to twelve papers. If fewer papers pass the refereeing (but at least three), the journal would publish a monographic section instead. Fewer than three papers would simply be published as normal papers without guest editors.

Articles in special issues/monographic sections have to fulfil the same requirements as regular articles and satisfy the journal's standards of excellence. They have to be original contributions.

Proposal and Agreement in Principle

Proposals for special issues/monographic sections must receive initial approval from the journal's Editors-in-Chief. They should be e-mailed to the journal's Editors-in-Chief via kriterion@degruyter.com.

Instructions for Proposals

Proposals for special issues/monographic sections should contain the following information:

- the title of the special issue/monographic section
- a draft introduction/abstract
- titles and preliminary abstracts of each article to be considered for publication in the special issue/monographic section
- names and affiliations of authors to be invited to contribute to the special issue/monographic section
- an outline timetable (including the expected deadline for initial submissions, the expected deadline for the first review round, expected deadline for revisions, expected deadline for the second review round, and expected delivery date)

The journal's Editors-in-Chief will consider whether the proposal is of interest to *KRITERION – Journal of Philosophy* and the guest editors will be informed whether or not it will be granted agreement in principle to proceed. The Editors-in-Chief will then appoint a handling editor to assume responsibility for the special issue/monographic section. The guest editors are expected to organise and oversee the review process for the special issue/monographic section. Final decisions whether single manuscripts will be published in the journal will, however, be made by the handling editor.

Gender Diversity

KRITERION – Journal of Philosophy aims at gender balance in special issues and monographic sections. Please take this policy into account when inviting authors and preparing proposals for special issues/monographic sections.

Initiation of the Editorial Procedure

After agreement in principle, the guest editors instruct the authors. They should make clear that being invited to submit a manuscript is not a guarantee for publication. The guest editors will be assigned the role of a guest editor in the submission system of the journal (*ScholarOne*). All the subsequent activities and communication related to the special issue should be performed within this system.

Submission of Contributions and the Review Process

Authors should prepare their manuscripts for double blind peer review and submit their manuscripts via the journal's submission system (see <https://www.degruyter.com/kriterion>). The handling editor will assign submissions for the special issue to the guest editors, who take over the reviewing procedure for each manuscript of the special issue. In selecting reviewers (at least two per submission), they have to assure that the following requirements are met:

- suggested reviewers have expertise in the manuscript's domain
- suggested reviewers are not biased
- suggested reviewers should not be able to identify the author(s)

The guest editors make a (preliminary) decision for each manuscript based on the reviewer's reports and, in the case of revision or rejection, inform the authors about their decision. If an author submits a revised manuscript, the guest editors may decide to start a further review round.

The handling editor of the journal has the final say on whether any particular manuscript will be included in the special issue. That is to say, any assessment of the guest editors may be overruled. We consider this a particularly important element of the integrity of the procedure as it means, among other things, that the guest editors do not incur a commitment to any particular author. Furthermore, the recommendation of the guest editors will not be communicated to the authors.

Introduction by Guest Editors

Once the final versions of the papers are in, the guest editors are expected to write a concise introduction to the special issue.