

dance studies association

Dance Research Journal **Procedures and Guidelines for Special Issues**

“Special Issue” Summary:

Special Issues are collections of timely articles that contribute varied perspectives and contexts on key and/or under-explored areas of inquiry within Dance Studies. They are complete, peer-reviewed issues of *DRJ* that follow all the journal's normal editorial procedures. What sets them apart from other issues, however, is that they address a specific topic, and their publication is overseen by external Guest Editors. Past Special Issues have proven to be generative sites for pushing boundaries while maintaining scholarly rigor, and they offer editorial outside perspectives from experts in the field. Over a roughly 24-month process, Guest Editors propose a scholarly intervention to be addressed, solicit submissions, usher manuscripts through peer-review, curate a selection of articles, mentor authors toward publication, and work with Cambridge University Press to facilitate copyediting and final publication. Special Issues entail a two-year commitment with intervals of more and less intensive labor, and as such, Guest Editorship is typically undertaken by researchers at the post-graduate level.

DRJ is invested in the advancement of research methodologies as well as critical reappraisals of dominant narratives within the field of Dance Studies. In recent years its authors have engaged dance through materiality and pleasure, localized/provincialized perspectives, oral histories, autoethnography, and transnational and woman of color feminisms, among other approaches. Recent Special Issues include “Assembly, Gathering, Being with Dance” (August 2023), “Arms Akimbo: Black Women Choreographing Social Change” (August 2021), “In and Out of Norden: Dance and the Migratory Condition” (April 2020), and “Work With(Out) Boundaries: Precarity and Dance” (April 2019). Special Issues are selected via both invitation and a mandatory open call for submissions. All articles must adhere to *DRJ*'s Style Guide and double-blind peer review process.

Proposal Procedures:

Interested Guest Editors must submit a Proposal, a draft Call for Submissions, and their CV(s) to drj-editorial@dancestudiesassociation.org. Proposals are considered on an ongoing basis, and decisions are determined by the overall quality of the proposal;

the significance, originality, and relevance of the topic; and the demonstrated experience of the Guest Editor(s).

Proposal Document(s):

Special Issue proposals should be a maximum of four double-spaced pages (approx. 1,800 words) and should include: 1) a provisional title, 2) rationale that speaks to the topic's significance, innovation, and contribution to the journal's abiding themes, and 3) its relevance to the journal's readership. Successful proposals clearly identify a scholarly lacuna or critical intervention at the center of the issue's aims. What is the "problem" or gap in research that this issue plans to address? With that in mind, the proposal must also establish the state of relevant scholarship. How have previous authors addressed the topic? What does this Special Issue seek to add, modify, and/or refute? Although the proposal is not necessarily the place for a highly detailed review of literature, it must outline the scholarly conversation around the topic. More importantly, the proposal must lay out the ways in which the issue would contribute new insights to that conversation. The proposal should also indicate some of the intersecting methodologies, fields, sub-fields, and sub-topics involved so as to demonstrate possible contributions from authors. Lastly, it should explain why the proposed issue makes for a timely contribution. Why now? What makes this topic of pressing interest for *DRJ* readers?

Writing a Call for Submissions:

While Guest Editors may directly invite manuscripts from individual authors as they see fit, they must also consider submissions resulting from a public-facing call. A published Call for Submissions seeks to solicit a diverse selection of scholarly contributions that address various facets of the Guest Editors' proposed Special Issue. The call should have clear parameters, but it should also remain broad enough to encourage a range of responses. In other words, it should directly prompt responses from potential authors who may be otherwise wondering how their own work could speak to the issue's aims. It invariably addresses some of the same questions as the proposal (What is the "problem" or gap in research that this issue plans to address? What does it seek to accomplish? How have previous authors addressed the topic? Why is it crucial to address it now?), but it also speaks to potential contributors (What questions might potential authors consider? What intersections might inform their own scholarly approach to the matter? How can your Special Issue benefit from a variety of perspectives?). To these ends, please craft a Call for Submissions that 1) outlines the issue's intended scholarly intervention, 2) situates it within relevant scholarly debates and secondary literature, and 3) gives a sense of how an author might contribute their own expertise to the proposed gap in the literature. The Call may be drafted in concert with the

proposal document, but it will more likely occur immediately following the proposal's approval, and it will follow a similar editorial procedure before publication. For examples, please consult the *DRJ* archives, where Calls may be found in the back matter of previous December issues.

Proposal Review:

Guest Editors should expect substantial feedback from *DRJ*'s Executive Editors and Editorial Board during this initial phase. Upon receipt of a proposal, the Editorial Team determines the topic's overall fit for the journal before they submit any appropriate proposal to the Editorial Board for review. Board members may then provide questions, comments, and criticisms as they see fit, and they may request revisions to the proposal and Call for Submissions. In response, Guest Editors resubmit revised documents and provide a letter detailing the ways that they addressed the issues raised by the board. When an agreement has been reached, the Executive Editors will proceed with publishing and circulating the finalized Call for Submissions.

Role of Guest Editors:

Reviewing/Selecting Submissions:

Guest Editors have autonomy when it comes to review and selection of submissions. While the results may vary, at final publication, Special Issues typically contain 4 to 8 articles (totalling approx. 24,000–72,000 words) or the equivalent in word count. Guest Editors are, however, encouraged to initially select generously from the submission pool should submissions need to be passed on at a later stage. Promising submissions that do not align with the vision of this Special Issue may be forwarded to the Executive Editors for consideration for future issues.

Facilitating Peer Review:

Editing a Special Issue is a commitment to mentoring authors through all stages of the revision process in order to achieve their manuscripts' strongest form. Guest Editors must keep track of each manuscript's status in pace with the timeline of the Special Issue and set revision deadlines accordingly. In keeping with *Dance Research Journal*'s recent commitment to a conscientious editorial process, Guest Editors are highly encouraged to review manuscript reviewers' feedback in tandem with each draft and orient authors towards details the Guest Editors deem most critical, as well as offer interventions of their own early in the process. It is at the discretion of the Guest Editors to screen reviewer feedback for gratuitously negative commentary and otherwise ensure that the editorial process remains positive

and productive. Authors are expected to return revisions with a letter detailing their incorporation of reviewer feedback. Upon receipt of the revision, Guest Editors may choose to return the manuscript to its initial reviewers or deem the incorporation of feedback satisfactory and proceed with their own individual exchange with the author.

Guest Editors may elect to forward an author's manuscript materials to the Executive Editors for future consideration. Likewise, authors whose manuscripts are rejected for a Special Issue have the option of submitting to *DRJ* for full consideration and peer review.

Role of Executive Editors:

While Guest Editors are empowered to carry out the publication of their proposed Special Issue from start to finish, *DRJ*'s Executive Editors remain important collaborators in the process. Their role in these issues is primarily supportive, offering guidance, resources, and periodic check-ins to ensure consistency with *DRJ*'s style and editorial standards. Although the extent of the Executive Editors' involvement will vary with each Special Issue, they ask for status updates of the issue's progress and its contents at two stages in the publication process: 1) as the Guest Editors approach their final curatorial decisions and 2) before the selected articles proceed to Cambridge University Press for final copyediting and typesetting. During the latter stage, the Executive Editors will review the articles so as to gain an awareness of their contents prior to publication, at which time they may also wish to provide any feedback, suggestions, or interventions as necessary for the completion of the issue.

General Timeline:

- Proposal (~20–24 months to publication)
 - Editorial Review
 - Board Review

- Solicit Contributions (~18–20 months to publication)
 - Publish/Circulate Call for Submissions
 - Review and Initial Selection of Submissions
 - Initial Rejections

- Peer Review (~12–18 months to publication)
 - Identify Reviewers
 - Solicit Reviews
 - Begin Preliminary Article Consideration

- Author Mentorship (~6–12 months to publication)

- Editorial Procedure/Correspondence
- Meet with Executive Editors

- Final Article Decisions (~6 months to publication)
 - Inform Executive Editors
 - Pass Rejected Manuscripts to Managing Editor

- Submit to CUP for Copyediting (~3 months to publication)

- Write Editor's Note (~3 months to publication)
 - Submit to CUP

- Review Proofs & Approve for Publication