

**Proposal, Guidelines and Agreement for**

**JSAA Guest Edited Issues**

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| --- | --- | --- |
| PROPOSED tITLE: |  | |
| Form completed by  (name and surname) |  | Datum Date |
|  |
| Guest Edition Guest Editors: |  | ORCIDs |
|  |
| Guest Editor’s address |  | |
| Telephone numbers |  | |
| e-Mail address |  | |
| Responsible Funder for the Guest edition: |  | |
| Discipline |  | |
| Peer review required |  | |
| Description and outline of theme and content | Guest-editrial:  Expected number of peer-reviewed articles  Proposed titles/authors of peer reviewed articles  Article 1  Article 2  Etc.  Other content e.g. book reviews:  Please note: Every guest-edited issue must include at least a Guest-editorial and several guest-edited, peer-reviewed articles (research articles and reflective practice articles). It can also contain non-reviewed content including short reports, interviews, and book reviews. The JSAA Executive will add additional content and reserves the right to refuse to include/publish certain content. | |
| Artwork and illustrations (if any) |  | |
| Date of completion of the manuscripts (submisison to the Editorial Executive) |  | |
| Possible reviewers | Please note: the requirement is 2x blind review per manuscript, content tracker to detail these reviewers for auditing purposes; all reviews must be submitted upon completion of the reviews to the journal manager, for auditing purposes. Guest editors must adhere to ASSAf guidelines in editorial conduct, vetting and peer reviewing (see JSAA website.) | |
| Proposed Volume and Issue |  | |
| Funding available for the publication | Please note: Requirement: approximately 100 000.- to 150 000.- depending on overall size of issue and number of prints (if any). | |
| Have you submitted a proposal your manuscript(s) to other publishers? |  | |

**Guidelines for Guest Edited Issues**

A guest ed issue is usually, but no always, done with the support of at least one member of the Editorial Executive.

The following are guidelines:

**The JSAA Editorial Executive:**

1. The JSAA aims to have at least one issue per year as a JSAA general issue, and can accommodate at least one *guest edited*issue in any one year.
2. The Editorial Executive requires about 4 weeks for final approval.
3. The Editorial Executive, i.e. Editor-in-Chief Prof Teboho Moja, Prof Thierry Luescher and Dr Birgit Schreiber, retain final editorial rights and privileges on all issues and content.
4. The Editorial Executive contribution on each guest edited issue is: a short editorial, any number of articles and book reviews to the overall issue; we approve the final proofs and cover before final publication.
5. The Editorial Executive adds a set of articles to the guest ed issue that are from the pool of open submissions.

**The Guest Editor:**

1. The guest editor has responsibility for a guest editorial.
2. The guest editor has responsibility for the editorial vetting, editing and peer review of the manuscripts, approval and proofing of all manuscripts (facilitate the publishing process), book reviews or other reports or announcements she/he may wish to include in discussion and agreement with the Editorial Executive.
3. The guest editor takes responsibility to ensure that the editorial and peer review process complies with our (standard) practices (ASSAf standards, see website). This includes keeping track of reviewers, etc. Each manuscript is logged, then anonymised, then blind reviewed by 2 reviewers who submit a review report (there is a JSAA format), manuscripts are then accepted as is or require minor or major corrections, or rejected. The guest editor's decision is guided by the reviewers' recommendations, with final agreement with the Editorial Executive.
4. Reviewers must be of good standing, typically PhD and have published, and have expertise in the area of the manuscript to be reviewed.
5. The tracking of manuscripts, reviews, communication with authors, etc, needs to be logged for our records (content tracker) so that we can produce this when we get audited by the DHET (the DHET audits the registered journals to maintain registration with the DHET, that is when we need to demonstrate that we are compliant with DHET processes around academic journals). Please use tracking document for this purpose. Please share this regularly with the Ed Exec.
6. In total for one issue, one should aim at a minimum of 5-6 guest-edited and themed articles per issue, and a maximum of about 10. They can be qualitative or quantitative, mixed methods, case studies, etc, but must be within the scope of JSAA (see website). The Editorial Executive adds articles from the open submissions, usually up to equal number of guest ed articles which are an integral part of the guest edited issue.
7. The Guest Editor is responsible for the total cost of the issue, including all language editing if required, proof reading, typesetting, etc., for the entire issue (including content added by the Editorial Executive). This is paid directly to the publishers, currently: African Minds, Cape Town. There is no payment to the editors or reviewers, no payment to the Editorial Executive or any other office/role bearers, the cost is for layout, setting, publishing, etc., so payment is to the publisher on invoice by the publishers.
8. The Guest Editor chooses the colour of the cover of the issue in consultation with the Editorial Executive.
9. The cover of the issue contains the Guest Editor name, theme name of the issue, as well as a logo (if requested) of the funding organisation/institution (alongside the logos etc. supplied by the Editorial Executive).

**The publishers:**

1. The contact persons for the manuscript online system and publishing process:
   1. Bronwin Sebonka as the Journal Manager on [bs.sebonka@up.ac.za](mailto:bs.sebonka@up.ac.za) (manuscripts)
   2. Heather Thuynsma on [heather.thuynsma@up.ac.za](mailto:heather.thuynsma@up.ac.za) (hosting)
   3. Francois Strydom – publisher African Minds: [editor@africanminds.co.za](mailto:editor@africanminds.co.za) and Ms Imkitha imkhitha@africanminds.co.za (publishing)
2. The contact person for the Editorial Executive are:
   1. Prof Thierry Luescher at [tluescher@hsrc.ac.za](mailto:tluescher@hsrc.ac.za)
   2. Dr Birgit Schreiber at [birgitdewes@gmail.com](mailto:birgitdewes@gmail.com)

**Proposed by:**

Signed: ......................

**Name of Guest Editor:**

**Funding Confirmed:**

**Date:**

**Agreed by:**

Signed: ......................

**Name of Editorial Executive:**

**Approval from Ed Executive:**

**Date:**