

# JTS Special Issue or Special Section Proposal Guidelines

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The *Journal of Traumatic Stress* encourages submissions of special section proposals from Guest Co-Editor(s) working in collaboration with one of our Editorial Team members. In their published form, special issues or sections will usually contain an editorial introduction by the Guest Co-Editor(s), a set of papers organized around a central topic or theme (8-10 papers for a special issue, 4-6 papers for a special section), followed by commentaries (1-2 for a special issue, 1 for a special section). Special issues and sections should be organized around a topic or theme important to the advancement of traumatic stress studies. Guest Co-Editor(s) may propose special issues sections focused on:

- Cutting-edge methodologies
- A shared epistemological concern
- A theory or topic about which knowledge has been advanced by recent empirical research
- A demonstration of the state-of-the-art in scientific inquiry within an area of traumatic stress studies
- New methods, models, or emergent topics in the field of traumatic stress

## Guest Editors who wish to submit a proposal for a special issue/section should follow these steps:

### 1. Preliminary Proposal

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A preliminary proposal should be submitted to the Editor in Chief for feedback on the general focus of the section and its feasibility. The preliminary proposal should include:

- A vision statement (approximately 1,000 words) describing the general focus of the special issue/section, the prior work in the field that informs this proposal, and the rationale for publishing a special section/issue at this time. (References should be included but are not considered in the word count.) Questions to address include: What is the compelling case for why the field needs a collection of papers on this topic at this time? Has a special issue/section on this topic been published previously (i.e., within the past 10 years); if so, what has changed and why does the field need another one; if not and JTS has never showcased this topic in a special issue/section, why is now the right time to do so? Successful proposals will directly address these issues in ways that make the timeliness and potential impact of the special issue/section abundantly clear.
- A tentative list of papers, including a listing of draft titles or topics and potential authors (and whether or not they have already agreed to contribute).
- A suggestion for the JTS Editorial team member (i.e., an Associate Editor, Statistical Editor, Statistical Associate Editor, Deputy Editor, Editor in Chief) most appropriate to act as Co-Editor on the issue/section (prior correspondence with this JTS Editorial team member to confirm their interest is highly recommended, as is running a draft of the proposal by this person prior to submission).

Preliminary proposals are approved if they are deemed to represent an important and timely topic of considerable interest to *JTS*'s readership, and if they include a coherent and compelling set of contributions that advance the science of traumatic stress studies.

### 2. Formal Proposal

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After the preliminary proposal is approved, the special section/issue Guest Co-Editor(s) prepare and submit a formal proposal, in collaboration with the JTS editorial team Co-Editor, using the template provided on the JTS website. A formal proposal should include:

- A list of confirmed papers, with titles and authors and their affiliations
- Identification of author(s) who have agreed to contribute Commentaries
- A list of potential reviewers knowledgeable on the topic (as noted below, one reviewer on each paper may be an author of another submission for the special issue/section, but one must be uninvolved)
- The estimated length of each proposed manuscript and the issue/section *in toto*
- An abstract of 500 words for each proposed contribution abstract that provides the rationale, methods, and results/implications of the study

- A timeline for development of the special issue/section, indicating the stage of development of the material underlying each article and the date by which manuscripts will be submitted

Approval of the formal proposal indicates the *Journal's* interest in publishing the proposed special issue/section. However, it does not guarantee that the *Journal* will publish the entire set of papers submitted nor any particular paper. Each individual manuscript will be sent out for peer review by experts in the field, and the result of the peer review process will determine acceptance for publication. **The Guest Co-Editor should make sure to communicate very clearly to authors who are invited to submit to the special issue/section that acceptance by JTS is not guaranteed but rather is contingent on positive peer review; this is true of any contributions of the Guest Co-Editor as well.**

### 3. After the Formal Proposal is Approved

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The Guest Co-Editor(s) solicit full-length manuscripts. All manuscripts must be prepared following the guidelines to authors specified on the *Journal's* website. Guest Co-Editor(s) should evaluate the content of each manuscript for its quality and adherence to the themes of the section/issue, and ensure that each manuscript is free of typographical and grammatical errors and conforms to all of the guidelines for authors posted on the journal website ([http://onlinelibrary.wiley.com/journal/10.1002/\(ISSN\)1573-6598/homepage/ForAuthors.html](http://onlinelibrary.wiley.com/journal/10.1002/(ISSN)1573-6598/homepage/ForAuthors.html)), including page limitations and correct APA 6<sup>th</sup> edition formatting, before the manuscript is submitted to the *Journal*. When satisfied with each manuscript, the special section/issue Guest Co-Editor(s) instruct each author to submit their manuscript individually through the manuscript submission portal on the *Journal's* website. Each author should indicate that their manuscript is part of the proposed special issue/section in the submission process. Manuscripts will then be sent out for peer review. A minimum of two peer reviewers as well as a statistical reviewer will evaluate the work. Although one reviewer may be an author of another paper in the special issue/section, at least one reviewer for each paper will have no direct connection to the special issue/section. **All contributing authors will have agreed to this review process, have understood that acceptance is contingent upon a positive review and is not guaranteed by approval of the proposal, and will have agreed to the timeline set out in the proposal.**

The timeline will allow for two rounds of revisions after peer review is initiated. If any manuscript is deemed not acceptable at the end of the review process, the Co-Editor(s) and the Editor in Chief will discuss the options of: 1) Delaying the publication of the issue/section until an alternative article can be solicited, submitted, and successfully reviewed; 2) Allowing the accepted manuscripts to be published as individual articles not in the context of a special issue/section; 3) In the case of a special issue, crafting a briefer special section from the accepted articles.

After decisions have been reached on all manuscripts, the Co-Editors will request that the Production Assistant prepare a set of PDFs of all accepted manuscripts; these will be sent to the Commentator(s) along with a reminder about the timeline for completing their commentary(ies) and submitting them through the journal online portal, identified as "Special Articles" for this special issue/section, identified by name.

The Co-Editors will prepare an Introduction, to be submitted through the journal online portal, identified as a "Special Article for this special issue/section, identified by name.

### 4. Final Processing of Manuscripts

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After each manuscript has completed the peer review process and has been accepted for publication, all manuscripts are sent to the publisher for copyediting. The publisher sends page proofs to the first author of each individual article.