

Call for guest editors

ESP Today welcomes proposals for guest-edited special issues on a particular topic relevant to the field of English for Specific Purposes at tertiary level. Proposals can be submitted at any time and will be double-blind reviewed within two months. They will consist of papers by selected experts in the field, with the aim of presenting recent developments in a specific area of ESP/EAP. Proposals will be critically evaluated for their timeliness, relevance to the aims, scope and readership of *ESP Today*, as well as for their overall academic and scientific quality.

1. Proposal format

Proposals for special issues should include the following:

- a short rationale behind the proposal of not more than 1,000 words, explaining the relevance, expected impact, target readership and timeliness of the proposed special issue;
- the proposed title of the special issue;
- name(s) of guest editor(s);
- affiliations, contact details, and short biographical information about the guest editors;
- a selection of recent literature relevant to the proposed special issue;
- a list of potential reviewers;
- a draft Call for Papers;
- an approximate number of papers expected to be submitted;
- a list of potential invited authors or a list of authors who have tentatively agreed to contribute papers (guest editors are strongly encouraged to utilise a mix of invited and open submissions for the special issue);
- if applicable, a reference to a past or future event (conference, workshop, etc.) which may provide a pool of contributors;
- a planned schedule with the important dates for:
 - Call for Papers (at least 12 months before publication);
 - submission of manuscripts (7 months before publication);
 - notification of acceptance/rejection (5 months before publication);
 - submission of final versions after revisions (2 months before publication).

2. The role of guest editors

Responsibilities of guest editors include:

- writing and disseminating a Call for Papers for a special issue;
- selecting the papers for a special issue after the peer-review process;
- making acceptance, rejection or revision decisions, with the exception of the guest editor(s)' own papers, which will be handled by the Editor-in-Chief of *ESP Today* to avoid any conflict of interest;
- closely collaborating with the Editor-in-Chief and Associate Editors of *ESP Today* concerning all the above decisions;
- selecting and appointing reviewers for the submitted and/or invited papers, strictly in line with *ESP Today* editorial policy;
- writing an Editorial to the special issue;
- commissioning reviews of books of relevance to the theme of the special issue;
- assuring that the guidelines and deadlines are respected so as to facilitate the production of the special issue, taking into account the importance of timely publication;
- keeping the Editor-in-Chief informed of progress of every step in the publication procedure as well as of any problems which may arise during the preparation of the special issue.

3. The role of editors

2

Responsibilities of *ESP Today* Editors include:

- facilitating the preparation of the special issue to avoid any delays;
- closely collaborating with the guest editor(s);
- making the final decision on acceptance of manuscripts in consultation with the guest editor(s)
- assuring that all accepted manuscripts are prepared according to the *ESP Today* instructions to authors;
- assuring that all accepted manuscripts follow the *ESP Today* stylesheet;
- providing the final quality control for the special issue.

Proposals for a special issue of *ESP Today* may be submitted at any time to:

Nadežda Silaški, Editor-in-Chief of *ESP Today*
(email: n.silaski@esptodayjournal.org), or

Tatjana Đurović, Associate Editor of *ESP Today*
(email: t.djurovic@esptodayjournal.org)

Ana Bocanegra-Valle, Associate Editor of *ESP Today*
(email: a.bocanegra-valle@esptodayjournal.org)