

Guidelines for the Edition of Special Issues of the *Journal of Migration Studies*

Approaches of the *Journal of Migration Studies*:

The *Journal of Migration Studies* (ZMF) offers a forum for the scholarly examination of the background and conditions of spatial movements of people in the past and present as well as of social change induced by migration processes in contexts of origin, transit and destination. The contributions present new findings from various disciplines and fields of research, discuss concepts or formulate theoretical proposals. All contributions are subject to a review process for quality assurance and are discussed by the editors. An intensive consultation process with the authors also takes place.

Publishing format of the *Journal of Migration Studies* and its categories:

The *Journal of Migration Studies* is a freely accessible open access journal, published by the Institute for Migration Research and Intercultural Studies (IMIS) at the University of Osnabrück. Some issues are open to any subject matter, others focus on specific topics. It is published twice a year, completed articles are published "online first". The journal includes two different categories of contributions, in German or in English:

Essays offer insights into specific questions of migration research. They argue against the background of the current scholarly debate and reflect their findings methodologically and theoretically. The essays undergo a double-blind external peer review process. They should not exceed a length of 65,000 characters (including spaces).

Discussion papers take up current conceptual, methodological or theoretical debates in migration research or offer conference, practice and literature reports or collective reviews. Their quality is thoroughly checked by the journals' editors, but the discussion papers are not subject to the external review process. They should not exceed a length of 35,000 characters (including spaces).

Approach of special issues:

Special issues can be edited by guest editors in cooperation with the editors of the journal. Special issues deal with a clearly defined subject. The contributions should be related to each other and illuminate the topic from different perspectives. The consideration of different disciplinary approaches is desirable.

Procedure for the acceptance of proposed special issues:

The editors of the *Journal of Migration Studies* discuss all proposals for special issues. In order to prepare the decision-making process, we request the following information on the proposed special issue:

1. name, affiliation, address, e-mail of the guest editors
2. title of the special issue
3. explanation of the thematic focus and the relevance for migration research
4. preliminary table of contents: Special issues may include thematically appropriate contributions in both categories (essays and discussion papers) of the *Journal of Migration*

Studies. The guest editors provide an introduction to the topic and focus. For all contributions, the respective author(s) must have given their commitment.

5. abstracts of the planned individual contributions in German or English, approximately 10 to 15 lines long.

6. a list of authors and guest editors with brief bio-bibliographical information

7. a timetable for the further procedure.

Please send proposals for a special issue with full details to zmf@uni-osnabrueck.de. You will receive feedback on your proposal within four weeks.

Review procedure for special issues:

By a date agreed upon with the editor-in-chief of the *Journal of Migration Studies*, guest editors submit the complete manuscript to the editorial office of the *Journal of Migration Studies*. All contributions of the special issue must have been reviewed by the guest authors as well as, if necessary, revised after clearance with the authors, and be considered ready for publication.

Essays are then submitted to the external review process by the editors. Guest editors make suggestions for reviewers and are responsible for ensuring that any need for revision is appropriately implemented by the authors.

Discussion papers are reviewed by the editors of the *Journal of Migration Studies*.

The editors of the *Journal of Migration Studies* reserve the right to add further contributions if there is still space in the planned special issue.

After completion, special issues will be published as the next available issue of the *Journal of Migration Studies*; as a rule, completed contributions are published "online first".

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