

JOEJEP JOURNAL

GUIDANCE FOR
GUEST EDITORS



Guidance for Guest Editors

Each issue of the IEP Journal is edited by a 'guest editor', who leads the content and direction of that issue. These notes are to guide editors and will, we hope, help them achieve the goals of the Journal while making their own professional choices. Support is available throughout the editorial process, so we hope also that editors will not feel overburdened by their responsibilities.

The Guest Editor's role

Choosing contributors and responding to volunteer authors

Guest editors should feel free to influence the choice of contributors. The Journal needs you to encourage, invite and cajole the authors. They will get professional exposure, but we do not pay for articles or letters.

You may decide on a theme for your edition and promote it to contributors. Experience suggests that it should not restrict people too much, and a theme plus wider contributions will work well.

You will almost certainly need to chivy people along, well in advance of the deadlines, and often more than once.

Advising the contributors about content, approach

Your role can include deciding what to include, and what (politely!) to reject. In this we do not want to get into difficulties with colleagues, so it is worth discussing any issues with the editorial team before making a decision. We are there to help and happy to be asked.

Choosing whether to peer review, or to invite articles in response is for you to decide in discussion with the editorial group. Finding reviewers or responders may not be easy (we are all busy) so we will be flexible.

As you receive, and amend where appropriate, the drafts you have commissioned please send them the editorial group (see addresses at the end). That speeds up the design process a lot. Avoid, if you can, sending in a big batch of content in one go at the deadline.

The IEPJ Statement of purpose

This sets out what we want for the Journal. The guidelines are flexible, but we would not want to go far outside our remit unless there are compelling reasons.

The Guidance for Authors and Contributors answers most questions and can be used a discipline for contributors. We have found a few instances of too much promotional material, of unhelpful formatting, and excessive length. Feel free to point your contributors to these rules. If the rules don't work for you, let us know.

Content

There should be contributions from IEP members of any grade, plus contributions from outside the IEP membership with direct relevance to the Journal and to IEP members. These contributions can be on an employability theme, if any, that you choose when you invite contributions, but that should not be a fixed rule – good and interesting contributions can be on different topics, and a balance of viewpoints is desirable.

Editorial Introduction

Your editorial introduction should be no more than 500 words. Your style and response to the contents should lead this, with, if you wish, your brief thoughts on key issues. The same page will have the contents listed. Your photo is a welcome addition.

Layout

The Journal will list articles under a few headings to guide readers. They are likely to be:

Opinion

Opinion pieces, preferably with some supporting material.

News

Significant news from people with first-hand knowledge.

Reflections

Responses and reflection focused on previous articles or letters.

Research and evaluation

Articles about the findings from good quality research. These are likely to be peer reviewed and supported by a few key references.

Theory, innovation and technical advances

Interesting and new concepts, services, ideas and methods.

Interview

An interview with one or more people – usually but not necessarily IEP members- who are leading figures or front-line workers in employability. As editor you can

- Choose and enlist the interviewee
- Pose some questions for them and get their agreement to the final text, since it is bound to need editing.

Letters

Letters can be on any IEP-relevant topic. Letters responding to previous articles are very welcome. At the time of writing, our membership has not acquired the letter-writing habit, so some encouragement, even persuasion, may be needed.

We are keen to encourage for future Issues 'From the front line' – thoughts directly from a front-line worker and IEP member.

Standards

The authors' style, good humour, with relevant anecdote and personality are encouraged.

Company or product promotion, even indirectly, and certainly not canvassing, recruitment and sales are not permitted.

The writing style should be readable, succinct and to the point. Over-wordy, discursive or be edited.

Standards (cont'd)

There is a fine line between promotional material, news, and opinion, easily crossed by enthusiastic authors. The review and editorial process aims to help them remain in a professional, non-selling position.

The Journal should be neutral between organisations.

Sources of materials, quotations should be provided.

Contributors' biographies should be included and should be short and factual. We do not want to publish CVs, but only relevant qualifications and current and previous occupations.

The Journal will not re-print other publications unless exceptionally valuable and with the permission of the first publisher and author(s).

We are not looking for simple information content: people can find that out better from other sources.

Formatting

We have had some experiences of people using their own formats in submitted documents. This makes it difficult to produce the Journal, and some formats make publication almost impossible. Adherence to the simple guidance on formatting is helpful.

Support from the editorial group

There can be some tension between the invitation to submit an article and the editorial process. To help maintain a high standard of publication, the guest editor is supported by a small back-of-house team who will;

- review drafts and suggest changes as needed to bring them into line with the Journal's professional standards. We appreciate that few contributors are familiar with writing for a journal and will be sensitive in our editorial suggestions. At the same time, we hope to save the guest editor any embarrassment from inviting a submission that needs to be amended.
- suggest revision of submissions that seem to be unduly promotional, that need disclosure or transparency of sources.
- suggest any helpful external peer-review or professional responses. We are not publishing a fully peer-reviewed scientific journal but do envisage that external review might be a way to encourage contributions, letters and debate. If peer-review is chosen and agreed by the author, time limits and deadlines may sometimes make it preferable to delay publication until the next issue.
- manage the layout, formatting and publication. Drafts must be submitted in black and white 'word' format, without unique layout requirements. Graphics, logos and photographs may be in colour and should be sent separately from the text.

Timetable

As soon as you have volunteered for the role of guest editor

- Consider who might contribute and whether to propose a theme for contributions. Feel free to ask others for their suggestions about contributors and themes.
- Have a look at previous issues and whether they suggest articles in response.
- Contact and secure offers from about 10 contributors.

At least three months before publication

- Invite authors and potential letter-writers; secure and agree their commitment and subject matter.
- Ask relevant authors if they agree to a peer-review an article in response before publication. Their deadline is two months before publication. Peer review is NOT compulsory, and refusal will not debar any publication.
- Inform them of the deadlines which will be one month before the publication date.
- Send drafts to the editorial board for review. The review will be completed within one week.
- Remind authors and send any reviewer suggestions to them.

Two months before publication.

- Secure peer-review contributions and / or articles in response to submissions. Deadline is one month before publication.
- Write a 500-word introduction and invitation, and send it to scott.parkin@iemployability.org and heather@iemployability.org for publication in the IEP online newsletter.
- Send drafts to the editorial board for review. The review will be completed within one week.
- Remind authors and send any reviewer suggestions to them.

One month before publication

- Receive peer-reviews and communicate with authors. Provide two weeks for revision.
- Decide whether to delay any publication.

Two weeks before publication

- Published deadline for contributors.

One week before publication

- This date is not given to contributors. It is date beyond which contributions will be too late for review and for the publication schedule. Late entries might be held over to a later edition. Closing of submissions, all of which must conform to the layout and quality requirements.

- Final layout and proof reading.

Get in touch:

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