

## RSF Issue Editors Agreement Form

### Responsibilities of Issue Editors

The issue editor(s) have many responsibilities. They are responsible for creating the organizational structure for the volume and preparing a proposal for the editorial board reviews. They will also work closely with the director of publications and the individual contributors to make sure the submissions meet the standards of *RSF*. When the issue is published they are expected to work with the communications team and make themselves available to promote the issue to a wide range of media outlets. It is important that issue editors understand that the papers accepted for the journal are of the highest quality. Only the strongest papers will be published. Marginal contributions (even those by well-known scholars) will not be published. Each issue will consist of an introduction and about nine additional papers.

Issues can be created through invited papers or a request for papers (RFP) or a combination. All issues will have an associated conference at which drafts of the papers are presented and discussed. The process for submitting an issue proposal as an RFP or as an invited issue is as follows:

- **Issue with invited papers:** The issue editors will prepare a proposal explaining the issue they wish to explore and the relevant questions they hope to address. They will also supply a suggested table of contents divided into parts with potential topics, authors they wish to recruit, and abstracts describing each of the nine chapters. Proposals for an issue will go to the editorial team (a subset of the editorial board) for comment and approval. Once approved, the issue editor will work with the director of publications to recruit the authors, determine time table for submission of invited chapters, and schedule the associated conference.
- **Issue with an RFP:** The issue editors will prepare the text of the RFP explaining the issue to be explored and the relevant questions to be addressed. Proposals for an issue will be reviewed by editorial board members. Once approved, the issue editor will work with the director of publications to determine the best ways to disseminate the call for papers. Submissions will be made through the RSF portal. Once received, the issue editors will review all the papers and select the best nine pieces for the journal issue. The editors' final selections will be reviewed by the editorial board members.
- **Issue with both and RFP and invited papers:** Whenever an RFP is issued but issue editors know authors working on potential projects, the open call for proposals should go out and targeted authors should be encouraged to submit proposals. No one should be guaranteed acceptance to avoid any conflicts, topic duplication, and to ensure that only the best articles are selected. An invitation to submit and abstract does not guarantee that it will be accepted.
- **Conferences:** Once an issue has been approved, it is submitted to the RSF president for consideration as an RSF Presidential Authority Grant. All approved conferences will be held at RSF and the funds administered by the foundation. A representative from each article is expected to present the article's findings. This includes the issue editors who are expected to present the material that will be covered in their introduction.

### **Format of the Editors' Introduction**

The issue editors will be responsible for writing the introduction to the volume. Introductions will not be simple descriptions of the articles. They should be broad pieces that stand on their own and give a non-specialist reader insight about the state of the literature and the field in general. The introduction should be accessible to the media and a broad, non-specialist audience. The introduction can be 60–70 manuscript pages, double-spaced with 1 inch margins, and be in 11 point Times New Roman font. Tables and figures are included in the page count, as are notes and references, which can be set single-spaced. **The introduction must be submitted a month prior to the journal conference, no exceptions.** Please note RSF only publishes original work. If you need clarification about what is considered original work and the ways the draft version of an article can be used, please speak with the RSF director of publications.

The issue editors will submit a complete set of articles, abstracts, and key words for the journal issue to RSF along with the introduction for peer review issue in accordance with the *RSF Journal Submission Guidelines*. Issues submitted incorrectly will be returned to the editors.

The director of publications will commission three peer reviews. The issue editors will submit a list of names of people who might be good peer reviewers. The suggestions will be considered, but not necessarily used.

The peer reviews will be one-way blinded. The issue editors and article authors will not be told the identity of the peer reviewers.

Members of the editorial board will be provided with the chapters and asked to look them over, but will not be responsible for providing a written review. They will also be provided with the peer-reviews reviews. The members act as an additional check of the material to make sure it is acceptable and their feedback if the reviews recommend making a structural change (e.g., eliminating a weak article from the issue).

The director of publications, in consultation with the issue editors, will determine an appropriate revision plan based on the reviews. Any papers that do not meet the standard of RSF or the reviewers will be rejected. The issue editor will work with the contributors to get them to revise their papers in a timely manner.

The issue editors will submit a final draft of the revised articles, introduction, abstracts, and key words to RSF once they feel the pieces have been adequately revised. Papers will be submitted in a standardized digital format (please see our *RSF Submission Guidelines*).

The director of publications and the foundation president will review the revised draft to make sure it is acceptable for production. The final decision about whether or not an article will be published in RSF is at the sole discretion of the Russell Sage Foundation.

Once an issue is in production, the issue editors will first be sent copyediting to review and then the proofs. The lead author of each article will also be sent the copyediting and then the proofs to review. Our expectation is that the editing and burden of reviewing the editing and proofs will fall mainly to each article's author.

The issue editors will be paid up to \$10,000 per issue to be divided among the editors. Note: Issues resulting from previously funded Russell Sage Foundation projects are not eligible for these funds. All work must be original and the copyright will be held by the Russell Sage Foundation. Permission to republish will need to be made through the Copyright Clearance Center which administers the permissions requests for Russell Sage.

**Payment to the issue editors is as follows:**

(payment is divided among the number of editors)

On submission of a draft of the issue for peer review	\$5,000
On acceptance of the issue for publication	\$5,000

ACCEPTED AND AGREED

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Signature of Issue Editor 1

date

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Signature of Issue Editor 2

date

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Signature of Issue Editor 3 (if applicable)

date