INSTRUCTIONS FOR PROPOSING A SPECIAL ISSUE FOR *NJMR*

The journal will make regular calls for Special Issues with specific deadlines for the proposals. NJMR special issue proposals should be sent to the Managing Editor Tiina Vaittinen (tiina.vaittinen (at) uta.fi). All proposals received will be reviewed together as part of a Special Issue competition.

The proposal should include:

- The title and description of the theme, including a statement of what kind of a significant contribution the proposed issue will make to the field of migration research more broadly. (A Special Issue cannot be a mere collection of articles on the same topic.)
- Short bios of guest editors as well as contact details
- Abstracts of the articles to be included in the issue, contact details and bios of all the authors
- Suggested timetable

In order to discuss the relevance of their topic for *NJMR*, potential special issue editors may want to contact the Editors in Chief (through the Managing Editor) before submitting a special issue proposal. Potential special issue editors may want to collect special issue articles in different ways. Those who want to announce an open call for abstracts should not mention NJMR in the call. However, if the call is sent to a selected, closed group of potential authors, NJMR can be mentioned as the intended journal to propose a submission, *making it also clear that the call is not made on behalf of NJMR*. In all cases, it is important to inform the potential authors that all articles will go through a blind referee process, which will determine the eventual outlook of the issue. Only papers that pass the review process and are revised accordingly can be published.

The peer-review process in NJMR special issues works on three levels: (1) The guest editors review the articles before they are sent to the external review, after which (2) each article will be sent to 1-2 external referees. (Normally, articles submitted to NJMR are sent to 2-3 external referees, but with special issues we place additional responsibility on the refereeing to the guest editors also.)