SPECIAL ISSUE REQUEST FORM

This SPECIAL ISSUE REQUEST FORM must be completed (all compulsory sections) and submitted to THE IMF by the primary Guest Editor.

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| **Thank you for your interest in publishing your research in a Special Issue or Special Collection at THE IMF*****What you need to know about our review procedure:*** All submissions to a Special Issue or Special Collection are assessed by the same review standards that the journal applies to any submission. The difference is that, in a Special Issue or Special Collection, the review process is initiated and coordinated by the Guest Editors. Additionally, it could be that the final decision on the manuscript post-review lies with the Editor-in-Chief of the journal.The special issue is an import component for THE IMF. Please download the Special Issue Policy and Procedure if you want to propose a Special Issue. Read the entire policy, then download the SP form and submit the form below. Our editors will respond as soon as possible. We typically expect at least 10-20 papers to be published for the proposed Special Issue to form a cohesive article collectionThe Journal of Intercultural Communication relies heavily on Special Issues (THE IMF). THE IMF will accept formal Special Issue proposals at any time. THE IMF is primarily interested in emerging but understudied topics in the fields of Communication, Cultural Studies, Strategy and Management, Education, Linguistics and Language, Gender Studies, and Public Administration. To encourage and disseminate cutting-edge research, THE IMF offers the opportunity to publish special issues on focused topics within these disciplines. This document outlines the policy and procedures for proposing, managing, and publishing special issues in THE IMF.To propose the Special Issue in THE IMF, you should download and submit this form using the form provided below. The following information should be included, but is not required, in the proposal (maximum 1500 words):1. Academic qualifications and previous editing experience are required of any prospective editors.
2. Perspective and the driving force: (a) a description of the overarching topic; (b) an explanation of why the overarching topic is worthy of being the subject of a Special Issue; and (c) an explanation of what the field of intercultural studies and communication could gain from the publication of a Special Issue.
3. A description of the types of papers that the Special Issue would seek to publish, which encompass a wide variety of particular topics, methods, and so on.
4. Identification of a modest but representative group of academics whose work falls within the purview of the proposed special issue in order to assist in determining the scope of the intellectual territory that the special issue intends to investigate.
5. Guest Editors: Journal Requirements

Research Topics are group projects that are proposed and edited by a group of three or more Guest Editors. This not only helps to distribute the workload of the editorial staff but it also fosters collaboration. As the leader of the project, the next step for you would be to put together an editorial team consisting of people with whom you can work together. The following are some of the requirements that need to be met in order to become a Guest Editor for our journal:* At least three Subject Matter Experts (Topic Editors) should make up the team (including yourself) .
* At the very least, the group ought to be composed of a senior researcher (at the Associate or Full Professor level, or its equivalent).
* Every single Topic Editor needs to have a PhD, followed by a minimum of one to two years of postdoctoral experience in a field that is related to the subject matter that you suggest.
* The Guest Editors you choose should have an established track record of publishing work in international venues that is pertinent to the focus of your collection.
* It is necessary for the team to have a variety of members (at least one should be affiliated with a different institution and should be located in a different country).

***What you need to know about our review procedure:*** Papers submitted for Special Issues will typically go through with the same peer review standard with two referees. However, to be considered for publication in the THE IMF, invited papers need to receive prior approval from the journal's co-editors. The editors of the Special Issue will be responsible for writing an introduction to the issue; however, they will not be permitted to submit or publish any of their own (or jointly authored) papers in the Special Issue. To facilitate the resolution of any concerns or questions that may crop up during the production of a Special Issue, one or two of the THE IMF Co-Editors will be designated as liaisons and given the responsibility of acting as the issue's primary point of contact. The editors of the Special Issue ought to make it a habit to keep the THE IMF Co-Editor(s) regularly apprised of their progress reports.***Production Time***: Special Issues take a long time to produce. THE IMF intends to issue the Call for Papers about 6 months before the deadline for Special Issue submissions, with the issue being published along with regular issue (with tight turnaround times for author revisions and editorial feedback). We can generally accept only a subset of the Special Issue proposals that we receive due to a large number of inquiries about special issues that THE IMF receives. |

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| **FOR OFFICE USE ONLY** |
| Proposal received  | Click or tap to enter a date. |
| Proposal processed by Editor | Click or tap to enter a date. |
| Decision communicated | Click or tap to enter a date. |
| Document versioning | Click or tap to enter a date. |

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| **BEFORE WE EXPLORE YOUR PROJECT, KINDLY CONFIRM** | **COMPULSORY SECTION** |
| * Special Issue or Special Collection articles should fulfil all the normal requirements of any individual article and should be of relevance to a wide international and multidisciplinary readership. There are two formats a special issue or special collection proposals can take, kindly identify the status of this submission.
 | **Indicate the status:**[ ]  Authors already invited to participate in the special collection[ ]  No manuscripts have been identified or collected – a call for papers will be required. (Please see the attached Draft Call for Papers form to be completed and returned with this proposal form.) |
| * THE IMF is an Open Access Journal, and the model requires the payment of article processing charges upon acceptance of the manuscript.
 | **Indicate the source of funding for the Open Access article processing charges:**[ ]  I will pay from my private fund for all manuscripts[ ]  I will pay from my research fund for all manuscripts[ ]  My university/organisation will pay from a central fund for all manuscripts, (please provide name):      [ ]  I have no fund or source of financial support for all manuscripts[ ]  Authors will be required to pay their own article processing charges[ ]  Other (please provide guidance):       |
| 1. OUTLINE TIMETABLE |
| Papers should be submitted as soon as they are ready and will be subject to rigorous peer-review. | **COMPULSORY SECTION** |
| **PROJECT MANAGEMENT** |
| The same quality, originality, and significance criteria apply to articles in the Special Issue or Special Collection as regular articles. A good guideline would be a timeframe from submission to review the outcome of about 90 days, and once accepted to final publication in 60 days. |
| Online submission deadline: Click or tap to enter a date. |
| Review results: Click or tap to enter a date. |
| Deadline for revisions: Click or tap to enter a date. |
| Notification of final decision: Click or tap to enter a date. |
| Approximate publication date: Click or tap to enter a date. |
| **PUBLICATION MANAGEMENT (pick one)** |
| All articles are published on the same date (batch)? [ ]  No [ ]  Yes Publication Date:  |
| All articles are published rolling (article-by-article)? [ ]  No [ ]  Yes  |
| 2. GUEST EDITORS For all stages of the submissions, review and publication process that will be receiving status reports from THE IMF.* ***Special Issue and Special Collection:*** We recommend 3–5 Guest Editors for each Special Issue and Special Collection.
* ***General*:** We strongly encourage that the Guest Editors represent multiple institutions and be geographically diverse to help reach a wider audience and reduce conflict of interest.
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| **JOURNAL PLATFORMS** |
| Have any of the Editors acted as a Guest Editor before?  | [ ]  No [ ]  Yes Specify:        |
| Will any of the Guest Editor require platform training? | [ ]  No [ ]  Yes Specify:        |
| **FIRST COLLECTION EDITOR** |
| **1.1.1 Contact**  | **COMPULSORY SUBSECTION** |
| Title (Salutation):            |
| Full name(s):            | Surname:            |
| Phone:            | Cell:            |
| Email:            | ORCID (https://orcid.org/):            |
| Any special consideration when communicating with you (e.g. time of day to receive phone calls) |            |
| **1.1.2 Affiliation** | **COMPULSORY SUBSECTION** |
| Title/Position:            | Student/Employee number:            | Add Passport Size Pic  |
| Institution/Employer:            |  |
| Faculty:            |
| Department:            |
| City:            | Country:            |
| **1.1.3 Social media** |
| LinkedIn:            |
| Blog/Personal website:            |
| Twitter handle:            |
| **SECOND COLLECTION EDITOR** |
| **1.2.1 Contact**  | **COMPULSORY SUBSECTION** |
| Title (Salutation):            |
| Full name(s):            | Surname:            |
| Phone:            | Cell:            |
| Email:            | ORCID (https://orcid.org/):            |
| Any special consideration when communicating with you (e.g. time of day to receive phone calls) |            |
| **1.2.2 Affiliation** | **COMPULSORY SUBSECTION** |
| Title/Position:            | Student/Employee number:            | Add Passport Size Pic  |
| Institution/Employer:            | Shape  Description automatically generated with low confidence |
| Faculty:            |
| Department:            |
| City:            | Country:            |
| **1.1.3 Social media** |
| LinkedIn:            |
| Blog/Personal website:            |
| Twitter handle:            |
| **THIRD COLLECTION EDITOR** |
| **1.3.1 Contact**  | **COMPULSORY SUBSECTION** |
| Title (Salutation):            |
| Full name(s):            | Surname:            |
| Phone:            | Cell:            |
| Email:            | ORCID (https://orcid.org/):            |
| Any special consideration when communicating with you (e.g. time of day to receive phone calls) |            |
| **1.3.2 Affiliation** | **COMPULSORY SUBSECTION** |
| Title/Position:            | Student/Employee number:            | Add Passport Size Pic  |
| Institution/Employer:            | Shape  Description automatically generated with low confidence |
| Faculty:            |
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| **1.1.3 Social media** |
| LinkedIn:            |
| Blog/Personal website:            |
| Twitter handle:            |
|  3. SUBJECT AREA AND ORIGINALITY | **COMPULSORY SECTION** |
| The title of the Special Issue or Special Collection:            |
| How does the collection fit within the scope of the journal?            |
| Why is the collection necessary and how does it add to and challenge existing knowledge (value-add):            |
|  4. TITLE AND DESCRIPTION OF THE RESEARCH TOPIC | **COMPULSORY SECTION** |
| Your description will serve as your invitation to participate and will be published online. It should be written in the style of an abstract and should not include any references. There is a 500-word limit. |
| TITLE - Max. 150 characters:            |
| KEYWORDS - Min. 5 keywords?            |
| **Background (approx. 100-150 words)**Brief background information on the area of research to give context to the Research Topic:            |
| **Goal (approx. 100-200 words)**Present the problem that you want to address in this Special Research Topic, as well as what you can do to achieve it, including recent advances. |
| **Scope and Information for authors (approx. 100-150 words)**Define the scope of the Research Topic, listing specific themes you would like contributors to address. |
|  5. STATUS  | **COMPULSORY SECTION** |
| **3.1 Select the status of the proposed manuscripts** |
| [ ]  No manuscripts (ideas or concepts only) | [ ]  Draft manuscripts | [ ]  Final manuscripts under revision | [ ]  Final manuscripts prepared, ready for online submission and peer-review | [ ]  Manuscripts externally peer-reviewed and accepted |
| **Refer to Step 3.2 and 3.3** | **Refer to Section 4** | **Refer to Section 4** | **Refer to Section 4** | **Refer to Section 4** |
| **3.2 Indicate the call for papers status (Guest Editors to provide Call for Papers)** |
|  | [ ]  Call for papers *already* distributed by Guest Editors | [ ]  Call for papers written and to be distributed by Guest Editors | [ ]  Call for papers in draft format and to be distributed by Guest Editors | [ ]  No call for papers needed | [ ]  Call for papers to be distributed by publisher |
| **3.3 Selection of contributing authors** |
|  | [ ]  Closed: Authors already selected | [ ]  Closed: Only authors of the journal are to be invited | [ ] Open: Any author can submit to the proposed special issue |
| **Refer to Section 5** | **Refer to Section 5** | **Refer to Section 5** |
|  6. CONTRIBUTOR OUTLINE, TITLES AND DRAFT ABSTRACTS | **COMPULSORY SECTION** |
| As a general guide, a special issue or special collection should comprise of approximately 10-15 articles which can include both research and review papers. An individual Guest Editor should not appear as author or co-author on more than two submissions to the project.  |
| **CONTRIBUTION QUANTITIES** |
| How many articles are planned?            | Maximum word count (incl. references):            |
| **CONTRIBUTION OVERVIEW** |
| **Editorial (mandatory – maximum 800 words unless otherwise indicated)** |
| Title:             |
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| Contributor ORCIDs:            |
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| Corresponding Author Email:            |
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| **Manuscript 1** |
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| Contributor Name(s):            |
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| Abstract:            |
| **Manuscript 2** |
| Title:            |
| Contributor Name(s):            |
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| Corresponding Author Email:            |
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| **Manuscript 3** |
| Title:            |
| Contributor Name(s):            |
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| Corresponding Author Email:            |
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| Contributor Name(s):            |
| Contributor ORCIDs:            |
| Contributor Affiliations:            |
| Corresponding Author Email:            |
| Abstract:            |
| Many thanks for taking the time to complete this form. Your detailed responses will be beneficial in our assessment of the potential for your proposal and will enable us to reach a decision regarding suitability for Open Access publication that much sooner. |