

Annual Symposia Competition Guidelines

Symposia are collections of 3-4 articles, plus an introduction, which engage with IJURR's scholarship and build a coherent argument around a specific subject matter. The subject matter of the symposium should fall within the interest of IJURR.

In order for any symposium to be considered by IJURR, the symposium editor needs to follow two steps:

Step 1 Submitting a Symposium Proposal

The annual deadline for submitting symposium proposals to IJURR is *1st September*. Symposium proposals should be submitted by email in the first instance to the managing editor, Terry McBride (ijurr.tmcbride@gmail.com).

All proposals received by that date will be circulated to members of the editorial board for consideration at IJURR's annual board meeting, usually held in October. Acceptance will be limited to a maximum of three proposals going forward per year so symposium editors should be aware that there will be a selection process, based on the strength of the proposal. Please note that an editor (or editors) may only submit one proposal, and there must be no overlap of author(s) in symposium proposals submitted in the same year.

A symposium proposal should comply with the guidelines provided on our web page, which can guide you through the process and requirements (available at <http://www.ijurr.org/view/about.html>).

Symposium editors should pay attention to the following points when submitting their symposium proposal:

- We do not accept symposia comprising more than 5 articles (including the introduction).
- Symposium proposals are judged on the grounds of coherence, synthesis, high quality, contribution to the field, innovation and subject matter.
- Once submitted, the full symposium proposal is assessed by members of IJURR's editorial board.
- After assessment, the proposal may be accepted, rejected, or the symposium editors may be asked to revise/rewrite/change the proposal and resubmit it. A

resubmitted proposal will be judged by a panel of Editors and can be accepted or rejected.

- If a symposium proposal is accepted, the symposium editors are responsible for submitting the full symposium to the journal following instructions for submitting the collection of articles online, and according to a schedule proposed by the symposium editor and agreed by IJURR.

Step 2 Submitting a Symposium to the Journal

Should the board accept your proposal, we will notify you shortly after the meeting to let you know and invite submissions.

Before you submit the full collection of articles you should note the following:

- One of the tasks of symposia editors is to ensure that all submitted articles are of consistently high quality, and comply with the standards of IJURR's scholarship. The symposium editor must take responsibility for ensuring that contributing authors are aware of and accept the conditions for submission in the author guidelines, and adhere to the guidelines on legitimate scholarship (available at <http://www.ijurr.org/view/about.html>).
- Once the collection of articles has been submitted, it will be peer-reviewed by 2-3 referees who will read the whole collection. Occasionally individual articles may also be sent for additional review by an expert in the field. The review process usually takes about 4-5 months.
- Each article in the symposium (including the introduction), is judged by the same criteria as independent articles, and can be rejected or accepted accordingly. If there is insufficient support for the symposium, we may invite you to submit one or more of the articles individually. If there is support for the symposium, which may be subject to rejection of an article, some of the articles may require substantive revision, others more minor. Distribution of the reports and coordination of the revision process will be the responsibility of the symposium editors.

If all or some of the articles are accepted, then it usually takes another 4 months before you will receive the proofs. Once the proofs are approved, the articles will go online in Early View (which constitutes the official date of publication with a DOI number) but it may take 6–9 months before you receive a copy of the symposium in print.

Submission Instructions

When you are ready to submit the symposium, please upload the introduction and articles in sequence to IJURR's online submissions site at <http://mc.manuscriptcentral.com/ijurr>, selecting manuscript type 'symposium'. There is no limit to the number of files you can upload (you can upload up to three at a time) and you can change/re-save the order at any point. We will be creating a single pdf of the complete symposium for review purposes. In the abstract area of

the site, please paste a brief rationale for the symposium. Please include the title, abstract and keywords in each of the articles.

Ordinarily we ask submitting authors not to put contact details on the articles themselves, but to submit separate title pages with contact details of the author/s and any acknowledgements. In the case of symposium articles, however, we have a more complex system for cross-referencing and anonymizing the articles and it is helpful to have the authors' names on their articles initially (and referred to in the introduction).

Please also provide a separate title page with a list of all the titles and authors, including their contact addresses.

Please place footnotes within each individual article and references at the end of each article along with any tables or figures (for review purposes these can either be embedded at the end of the text/references or uploaded in separate table and figure files).