

G.E. Memorandum of Understanding

Guest Editors: _____

eJournal of Public Affairs: _____

Special Topic: _____

1. **Call for Submissions:** Guest Editors and *eJournal* staff will develop with estimated deadlines for submissions and publication.
2. **Guest Editors need to register with the *eJournal* online system:** *eJournal* staff will assign Guest Editors as “Section Editor” to provide access to articles for the special issue.
3. **Assign Reviewers:** Everyone will receive notifications of submissions. Guest editors should work with the Managing Editor (Darrell Hamlin) to decide if the article is acceptable for review. Guest Editors will assign one Reviewer and Darrell Hamlin will assign one Reviewer.
4. **Editorial Decision:** After both reviews are received, Guest Editors and Darrell Hamlin will discuss and determine how to proceed with the article. However, it is up to the Guest Editors to contact the author(s) and discuss the editors’ decisions.
5. **Updates:** Based on the number of submissions received, *eJournal* staff and Guest Editors will provide email updates and/or phone conferences. For example, an email update from the guest editors every other Monday while there are sporadic submissions. However, when close to publication or several articles are in various states of review and editing, weekly phone conferences may be required for all parties.
6. **Copy Editing:** *eJournal* staff is responsible for all copy edits, which average about three days per article.
7. **Opening Essay:** Guest Editors will write a scholarly opening essay that describes the special topic. For example, “What does the scholarship say about the special topic? Or “How do the government or educational institutions respond to the issue?” Guest Editors will work with Darrell Hamlin on the opening essay, which should include a draft being sent to him at least two weeks prior to publication.
8. The *eJournal* will pay for DOI registration.
9. **Estimated Timeframe:**
 - Call for Submissions – 6 months prior to Submission Deadline
 - Submission Deadline – Determined by all parties
 - Assign Reviewers – Editors will take 1 week after receiving a submission to assign Reviewers
 - Reviewer Acceptance – Reviewers will have 1 week to accept or decline the request to review
 - If no response, Editors should assign another Reviewer
 - Review Deadline – After accepting, Reviewers have 2 weeks to complete review. Automated reminders are sent through the *eJournal* system. *eJournal* staff will notify Editors if Reviewers are not responding to inquiries.
 - Editorial Decision – 1 week after receiving both reviews
 - Author Response to Decision (including resubmitting) – To be determined by all parties
 - Copy Editing – 3 days per article
 - Opening Essay – 2 weeks prior to publication