



Publishing Conference Proceedings: Special Issues and eBooks

Types of publication offered:

eBook – for direct conference proceedings, 3,000 – 4,000 words in length, no requirement to be peer reviewed. These must still be of equal quality to other *eSharp* publications.

Special Issue – for conference proceedings that have been re-worked into articles. These must be 4,500 – 6,000 words in length and must follow the same guidelines as articles submitted to *eSharp* issues, for example, with regard to the originality of the research. They must be double-blind peer reviewed.

Publication Process:

For clarification, in the following passages, 'Editors' refers to the student(s) in charge of the proceedings and not members of the *eSharp*.

Stage One – Student group approaches *eSharp* with a 300-500 word proposal of their proceedings, explaining the conference from whence the proceedings came, and details of the proposed number of articles, length, and type of publication preferred: an eBook, or a Special Issue. The proposal must be submitted within 6 months of the conference. Proposals are also welcome from student groups whose conference is forthcoming. *eSharp* will respond promptly with a decision regarding publication.

Stage Two –

(If proposal rejected): This may be for many different reasons, the most obvious being if *eSharp's* own publication schedule is too busy to cope with another publication. In this instance, it may be possible for the editors and *eSharp* to negotiate a deferred publication.

(If proposal accepted) *eSharp* will designate a board member as a contact for the student group and supply the terms and conditions of the publication type and a guide publication schedule. The schedule will provide for publication around 6 months from the first point of contact. *eSharp*, via the contact, will provide the student group with advice, if required, and the necessary documents such as copy editing and reference checking guidelines, the *eSharp* style guide, etc.



If an eBook is chosen, then the editors have the responsibility to ensure submission of proceedings by the deadline set out by the publication schedule, normally 2 to 3 months from first contact.

These must be read by the editors, copy edited, ref checked and presented to *eSharp* in the style set out by the *eSharp* style guide. The editors must also provide a 500 - 1000 word introduction to the issue.

eSharp will then elect a number of its board to read through the articles to check the quality, deciding if there are changes to be made and also whether the proceedings should be rejected entirely at this point, although this is very unlikely. If all is well, articles will be formatted by *eSharp* and the proofs sent back to the student group before final publication.

If a special issue is chosen, then the editors have the responsibility to ensure submissions of proceedings by the deadline set out by the publication schedule. These articles must be of *eSharp* submission length, originality, quality and style as set out for contributors to *eSharp* issues. Failure to do so will result in the proceedings being rejected outright.

The articles, on being accepted by the editors with regard to these submission guidelines, must then be sent for peer review. *eSharp* accepts no responsibility for finding or contacting peer reviewers. Editors are, however, welcome to use an anonymized version of the PR database, but PR details will not be shared with any party without the prior consent of these reviewers.

The reviewers then have 4 weeks (or one calendar month) to return reviews to editors who must then decide which articles to reject and which to allow time to be reworked with regard to the peer review comments. *eSharp* retains the power to reject an article with regard to quality, originality, word count, etc., however, it is unlikely that this will happen after a well observed peer review process.

Authors then have 4 weeks/1 calendar month to re-work their articles according to the PR comments. The editors then have to decide whether the changes that have been made are sufficient to allow publication.

Editors must then copy edit, reference check and lay out the articles ready for final formatting and present these reworked and edited articles to *eSharp* along with a 1000 word introduction to the publication, for final decision by the contacts. If accepted, *eSharp* will then format, send back for final proofs and publish.



Terms and Conditions

Proposals must be between 300 and 500 words in length. Proceedings must be tied to a particular discipline/theme/subject within the Arts, Humanities, Law, Business and Social Sciences, and Education. Proposals must be submitted no later than six months after the conference has taken place.

Proposals are welcome from conference organizers throughout the UK as long as they are current postgraduate students or postdocs within a year of gaining their PhD. Conferences held outside the UK will also be considered.

Proposals must be to publish between 4 and 12 articles. Higher numbers of articles may be negotiated (at the discretion of *eSharp*) but no fewer than 4 may be published.

Articles must be in English or Scots.

Publication schedule from point of proposal acceptance to final publication should be a maximum of 6 months. Should the preparation of proceedings take longer, *eSharp* has the right to cancel the agreement. However, this will rarely be exercised and only in circumstances where the board is no longer able to publish the proceedings due to other commitments or where the editors of the proceedings have unreasonably mismanaged the schedule.

If peer reviewed, the decision put forward by the reviewers stands (i.e. the editors cannot contest a decision; the advice given by PRs on re-working articles must be followed).

eSharp has the final say on any publication and retains the right to cancel the agreement at any point and/or reject any articles which don't comply to *eSharp* standards.

eSharp accepts no responsibility for advertising, launching, or financing the launch of any special issue. This rests with the editors alone.