



## *American Catholic Philosophical Quarterly* Guidelines for Special Issue Editors

(Rev. 2/4/2011)

1. The selection of articles is left to the special issue editor's discretion. Special issues generally include:  
(a) 7–11 articles (each article—including abstract and notes—should be  $\leq$  12,000 words [no longer than approx. 45 double-spaced, 12-point manuscript pages]); and (b) an Introduction written by the special issue editor. The issue should be between 70,000 and 120,000 words [no longer than approx. 500 double-spaced, 12-point manuscript pages]. If articles and/or the issue exceed the word/page limits, the Editor may eliminate articles and/or portions of articles from the issue.
2. A call for papers will be included in several issues of ACPQ. The call for papers will direct all manuscripts to the special issue editor. If unsolicited articles are received, the special issue editor is responsible for notifying authors whether articles are accepted or rejected. If the special issue editor chooses to solicit articles, all authors should be informed that, in the event manuscripts are not received in a timely manner, articles may be omitted from the special issue (however, late articles may be scheduled to appear in a subsequent regular issue of ACPQ).
3. The Editor will establish a deadline for the special issue editor to email all final files to the ACPQ editorial office (acpq@stthomas.edu). The deadline will be approximately four months before content is due to the publisher. In the event issue manuscripts or necessary items of information (e.g., addresses at which authors may be contacted) are not forwarded to ACPQ in a timely manner, the Editor may, in consultation with the special issue editor, take steps to facilitate the completion of the issue.
4. The special issue editor may work with accepted articles' authors to edit and improve manuscripts. In addition, articles that exceed 12,000 words should be edited for length. If editing is not completed before the deadline for emailing articles to the editorial office, the special issue editor may provide a list of suggestions for improving and/or correcting accepted articles when the files are forwarded to the ACPQ editorial office.
5. All accepted manuscripts must include a brief abstract (150 words maximum) inserted between the author's name and the beginning of the article. If an accepted article does not have an abstract, please request one from the author. Also ask authors to ensure that final electronic files conform to the journal's "Style and Formatting Guidelines for Accepted Articles."
6. The special issue editor prepares an introduction to the issue.
7. Once all issue content is finalized, the special issue editor should email the following to the ACPQ editorial office at [acpq@stthomas.edu](mailto:acpq@stthomas.edu):
  - A. Editable, electronic files for all articles and the Introduction (no hard copies or discs required),
  - B. A list of author contact information, which must include name, email address(es), and mailing address,
  - C. A list indicating the order in which articles should appear, and
  - D. Optional: A list of suggested edits/corrections for accepted articles if editing either was not done or was not finalized by the deadline.
8. The editorial office will copyedit the articles and introduction to ensure all conform to the journal's style and formatting guidelines. The copyediting process may take several weeks, depending on the number of articles. The editorial office will email each author a pdf file of the final manuscript submitted to the publisher. Authors and the special issue editor will also be asked to sign and return a publication agreement.
9. Once copyedited files are sent to the publisher, proofs will be emailed to authors and the special issue editor within approximately one month. Contributors will have three (3) business days to communicate changes to the editorial office.
10. The editorial office will be responsible for communicating corrections to the publisher, as well as reviewing and correcting a second set of proofs. Authors will receive one copy of the journal by mail (sent by the publisher) once the issue is published.