



Spatial Economic Analysis Journal

EDITORIAL AND PRODUCTION PROCEDURES: IN BRIEF

Editorial Responsibilities

The Editor/editorial team have the following broad responsibilities:

- Seeking submissions to the journal
- Managing decision making for all papers
- Maintain publication standards (particularly when English is not the authors first language)
- Overseeing the quality of published artwork (editorial assistant)
- Management of the referee database and manuscript tracking software
- Liaison with the Journals' Management Committee and Board's of the two Associations as necessary

A/ Manuscripts

The general function of the editors is to encourage as well as process manuscripts. Additionally they have to select the themes and guest editor(s) for any special issue/s. The processing of manuscripts involves the following tasks.

1. Submissions will be made online via the well known Scholar One system. An initial assessment will be required; this is partly a mechanical process (e.g. professional presentation, all details etc), and this is normally carried out by an editorial assistant in liaison with the editor, but the editor is at this stage required to make editorial decisions as to whether papers submitted should be desk rejected or sent onto co-editors and then referees. The editor in chief writes to authors of papers that have been desk rejected giving reasons etc. Desk rejection is done to avoid burdening co-editors and referees when papers are obviously of insufficient quality, are either far too long or far too short, and in no way publishable or of zero interest to the readership even after major revisions. Often this involves issues of language and readability. Information may be given at this stage to authors regarding sources of advice regarding language fluency.
2. If a decision is taken to process the manuscript further then the editor transfers the paper to an appropriate co-editor who selects at least two/three referees who are experts in the field (Scholar One includes a comprehensive referees' database). Scholar One provides major support enabling tracking of papers, correspondence with referees and authors, details of manuscript files submitted, and much more information from past and present that is extremely useful as a tool to help manage the process of decision making regarding papers.
3. The co-editors and especially the editor in chief are responsible for making sure that papers are handled in a timely fashion. Automated reminders are sent via email to co-editors and referees via the system which makes this a relatively smooth process. These reminders can of course be modified and edited according to circumstance.

4. When referees' reports on a manuscript are received, an editorial decision is taken. This is first dealt with by the co-editor in charge of the paper, who advises the editor in chief as to whether the paper is acceptable as it is, needs minor or major revision, or should be rejected. On the basis of this advice, and as a result of further scrutiny of the paper and the referees' reports (all available in the online system) the editor in chief makes the final decision. Automated decision letters help the process of responding to the submitting author, but these need careful editing to take account of individual circumstances.
5. Re-submissions (which are likely to be frequently necessary) have to be checked as in the first stage (above) for compatibility with word length, correct details of authors, etc, and again a decision has to be taken on whether or accept at this point or return to the referees. Steps 4 and 5 might be repeated.
6. Potentially accepted papers are put through the plagiarism checking software Ithenticate, normally this is done with the assistance of the editorial assistant. Decisions have to be made regarding the originality of a paper at this stage, If Ithenticate throws up overlap with already published work, the editor need to decide what is the best course of action.
7. The editor in chief ensures that all deadlines are met with regard to the submission of accepted papers through the production process.
8. Given papers for a forthcoming issue are assembled, the editor in chief has to read them again carefully, and write an editorial based around what is going to be published. If it is a special issue, this task is performed by the special issue co-editors who have been co-opted onto the team temporarily to manage their special issue. At this stage the running order of the papers has to be decided. This usually takes some time and is also put through the system as an 'extra' paper, so need to contain JEL codes, keywords etc as is normal for accepted papers. The draft editorial is sent to co-editors since it is typically written on their behalf for comments and suggested changes. Normally one would give a week for feedback (if any).
9. A Copyright Assignment Form is automatically sent by Taylor and Francis to the authors for completion and return. The editorial assistant is fully engaged alongside the editor in chief with the process at this stage, for example liaising with the translation team who translate abstracts and the editorial abstract. Sending material to them and receiving their translations into three languages. Also the editorial assistant sends the final papers to Taylor and Francis.
10. Attend Journal Editors' meeting with the Taylor and Francis team and Regional Studies Association team about twice yearly (March and October). Submit an Editor's report to be presented verbally in the meetings.
11. Be involved in marketing exercises, such as helping to promote conference special sessions, writing materials required, attend appropriate conferences to maintain the profile of the Journal.

B. Finishing Procedure for Manuscripts

12. The copy editor edits the files, sizes/marks up artwork. Artwork for redrawing or relabeling is usually handled by the editorial office although the publisher can be involved in this process. Contents page and cover details are sent with marked up files to the publisher.
13. Routledge Production Editor checks scripts/artwork and forwards to the typesetter.
14. Typesetter sets scripts using files provided and makes up into pages.
15. Typesetter sends proofs including cover proofs to the publisher, the copy editor.

16. The typesetter also sends a set of proofs to the editor; a PDF proof to each author along with queries from the copy editor; 1 set proofs to RSA (Sally Hardy) and RSAI, British and Irish Section (person to be confirmed). Authors also receive an off-prints order form and a copyright form. The author returns the proof with corrections and answers the copy editor's queries direct to the copy editor.
17. When the first set of proofs arrive the editor/editorial team has to read and correct these (in 2 weeks). Corrections are sent to copy editor.
18. The Publisher advises copy editor of any advertisements for the issue.
19. Copy editor collates all corrections from editors and authors on master proofs and returns directly to the Publisher with copy of make-up list.
20. The Publisher sends 1 set revises and foul proofs to copy editor, 1 set to editor only if there have been major corrections to the issue.
21. Editor proofs final set (only in the case of major revisions to the issue) within days of receipt - rapid turnaround is essential at this stage.
22. Copy editor consults with the Publisher and editor, checks/amends revises, passes for press, sends master set to the Publisher.
23. Typesetter makes final corrections, supplies final PDF files to printer .

Ends.