

Guidelines for Guest Editors of Special Issues

1. The proposal

Proposed Guest Editors will be sent the Special Issues Expression of Interest (EOI) template as a Word document. This will request the following information to be sent to the Journal's Chief Editor(s) for consideration:

- Proposed title of special issue
- Editors
- Short biography for each editor
- Theme of the special issue
- Proposed contributors (if known) including affiliations and article intents
- Suggested timeline (Call for papers, submission deadlines, publication)
- Method of dissemination – how you plan to promote the special issue once published (blogs, social media, network events, webinars etc.)

Please consult <https://lthj.qut.edu.au/policies> for details about journal policies (including peer review) and author guidelines. Note that contributors will be expected to submit articles that comply with the author guidelines and style guide, including the application of **Chicago 17th shortened footnotes and bibliography**.

2. The decision

When a decision is made to proceed with the special/symposium issue, a timeframe and a target publication date and issue will be agreed in consultation with the Guest Editor(s), Chief Editors and the Journal Manager.

3. Workflow and author expectations

Articles should be submitted via the Journal website and will be sent for peer review if deemed suitable (and comply with the Journal guidelines).

Author guidelines include:

1. Articles should be between **5,000 – 10,000** words in length (this *includes* abstract, footnotes and bibliography).
2. Authors are reminded that the Journal's focus is international, and articles should be written with this in mind.
3. The article should also include an abstract of no more than **250 words**.
4. Please include a **cover letter** (in 'Pre-Review discussions') clearly explaining the significance, and relevance of the work to the Journal's readership – and that it is for a special issue/symposium. The Journal receives a high number of submissions, and a cover letter will assist in the pre-review process.
5. Please also include **three to six keywords**.
6. Articles should be written in English following consistently either (i) the [Oxford Dictionary](#) or (ii) the [Oxford American Dictionary](#). Either use American or British/Australian spelling and punctuation conventions in both footnotes and body text rather than mixing them.

4. Policies: Ethics and Malpractice Statement and LTHJ Policy on the use of AIGC and AI Tools

The Journal's **Ethics and Malpractice Statement** can be found on the Journal's website <https://lthj.qut.edu.au/policies>

Please note that the Journal has a **specific policy on AI use that applies to authors, guest editors and reviewers** <https://lthj.qut.edu.au/policies>

5. Copyediting and production

The Journal Manager will organise copyediting when articles are assessed as ready for this stage.

Articles not complying to the author guidelines, specifically in terms of **Chicago 17th referencing style**, will be returned to authors for correction.

Please note that articles may be modified for readability during the copyediting stage.

Comments and/or changes made to the document (other than those required for meeting journal standards or for minor corrections) will be 'tracked'. Articles will be returned to the authors with copyediting queries and/or suggested changes/corrections. In reply, authors will be requested to also 'track' their changes. *Complying with the request to track changes is most important as resources for a subsequent copyedit on a document are not allocated.*

Once articles have been finalised and are deemed ready for publication, a PDF proof file formatted to the style of the published article will be prepared and sent to the editor(s)/author(s).

6. Guest Editor(s) Introduction

Guest Editor(s) are to provide the introduction for the issue. This will, among other matters, indicate the sequence of articles within the issue.

7. Publication

The Journal Manager will keep Guest Editor(s) informed about progress with publication and the publication date.

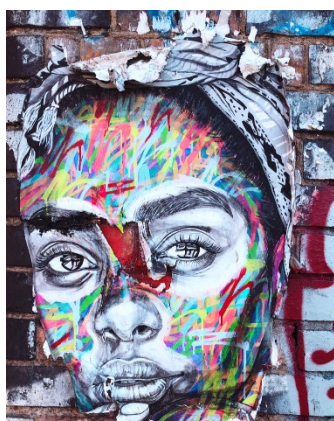
The Editorial team ask that guest editors have a strategy for issue dissemination and that they proactively promote the issue as indicated in the EOI (Method of dissemination – how you plan to promote the special issue once published (blogs, social media, network events, webinars etc.)

Three issues of the Journal are published each year, April, July and November. Adhering to a pattern with publication dates is crucial for the Journal's status and recognition by international databases.

8. Contacts

For questions regarding changes to agreed timelines or a revision of the number of articles to appear in the Special Issue, please contact the Chief Editor: Professor Kieran Tranter k.tranter@qut.edu.au

For further information or for clarification of any aspect of the process, please contact the **Journal Manager, Tracy Creagh** lawtechhum@qut.edu.au or direct to t.creagh@qut.edu.au



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TECHNOLOGY
AND
HUMANS
