

Research Quarterly for Exercise and Sport Special Issue Proposal Guidelines

Research Quarterly for Sport and Exercise (RQES) welcomes **expressions of interest** for guest editors to curate **special issues** in relevant topic areas. Special issues feature dedicated collections of 14-16 papers, serving as a platform for emerging research areas or in-depth investigations of existing topics. Please ensure your special issue proposal aligns with the [journal's scope](#) and follows RQES editorial and [author guidelines](#) before submission.

The **guest editor(s)** will oversee a special issue, ensuring quality throughout the process. They will also manage a rigorous peer review process to deliver agreed-upon content within a set timeframe. Successful guest editors should be willing to collaborate with the editor-in-chief and relevant associate editors.

RQES aims to publish at least one special issue per year focusing on topical areas aligned with and having a multidisciplinary focus across the journal's six sections: biomechanics and motor behavior, sport pedagogy, exercise physiology, measurement and evaluation, physical activity and health behavior, and psychology and social sciences.

Instructions

Please download and save the [RQES Special Issue Proposal Form](#) to your computer. Fill out all the requested sections and send your proposal to the editor-in-chief, Mark Williams (mwilliams@ihmc.org), with the subject line "Application for Special Issue". If you have any questions or would like to discuss your idea before submitting your proposal, please don't hesitate to reach out to us at the same email address. Please refer to the **guiding principles** below for detailed information about the procedure.

Guiding Principles

Origin of Special Issues

Special issues can originate from three main sources:

- **Open-call special issue:** In this scenario, the guest editor(s) identify a relevant theme they believe the journal should address. The guest editor(s) take on the responsibility of overseeing the peer-review process. It is worth noting that the editor-in-chief retains the authority to reject papers and/or request further revisions, if necessary.
- **Closed-call special issue:** A theme can be suggested either by one or a group of external researchers or a member of the editorial team. In another scenario, the editor-in-chief approaches reputable guest editor(s) known to the editorial team with a request to submit a proposal.
- **Output from a themed conference or seminar:** When a themed conference or seminar generates papers for a potential special issue, typically one (or more) of the event organizers takes on the role of guest editor(s) and hold the responsibility of assisting authors in refining their papers and establishing a cohesive theme for the special issue.

Developing and Submitting a Proposal

- When ready, please submit a *RQES Special Issue Proposal Form* to the Editor-in-Chief (mwilliams@ihmc.org).

- The editor-in-chief may suggest possible additions to the collection (i.e., original articles, reviews).

Evaluation Process

- Upon submission, each special issue proposal undergoes review by the *RQES* Editorial Board for additional feedback.
- After the review process, you will receive feedback on the proposal's status. Please note that all proposals require approval, and not all submissions progress to become special issues in the journal.
- We check each proposal for potential overlap with existing proposals and past special issues.
- The final approval for all special issues and the acceptance of journal papers are at the discretion of the editor-in-chief.

The Role of the Guest Editor(s)

The guest editor(s) are responsible for standard editorial process steps, including:

- (i) Selecting suitable submissions/authors and securing their participation
- (ii) Submitting the *RQES Special Issue Proposal Form*
- (iii) Collaborating with individual authors to ensure that each manuscript adheres to the correct format (refer to the journal's [Author Guidelines](#))
- (iv) Overseeing the peer-review process, including:
 - a. Identifying and inviting two suitable external reviewers for each paper (the process of attracting reviewers should match the typical *RQES* review process)
 - b. Monitoring the review progress
 - c. Providing recommendations to the editor-in-chief based on reviewer reports and their own assessment of the manuscript
 - d. Resolving any discrepancies arising from reviewer comments and/or recommendations. The editor-in-chief will make the final decision for each manuscript.
- (v) Corresponding with authors to assist them in revising their papers and preparing responses to reviewers' comments.
- (vi) Writing an Editorial to provide an overview of the themed issue and the rationale for the collection. Typically, the Editorial is not subject to peer review but will be reviewed by the editor-in-chief, who may suggest revisions.

Timeline

- When guest editors propose special issues, they should consider the time required for the reviewing and editing process. Typically, it takes approximately two to three months from submission to the Journal for the first round of peer review. After that, authors are given roughly three months to revise their papers. A second round of peer review usually takes one to two months, followed by additional revisions, which may take an additional month. Guest editors then make the final decision. Therefore, the process from the submission of articles for a special issue to the final acceptance of those papers can take between six to nine months.

Managing Conflicts of Interest

- If any member of the guest editorial team plans to submit a paper for the special issue, they should indicate this in the proposal form (in the "COI Disclosures" section) and provide justification.