

Guidelines for Special Issue Editors

MAI Journal publishes Special Issues that span a specific topic or theme of international interest to, for, or by Indigenous peoples within the context of Aotearoa New Zealand. If you would like to be the guest editor on a Special Issue, here are some things to consider, in addition to the general guidelines for Submissions to MAI Journal, when putting together your proposal.

What is a Special Issue?

- A Special Issue is a collection of scholarly articles that encompass a specific issue or theme around Indigenous people that is of interest internationally.
- A themed supplement/special issue typically contains between 5 and 8 articles totalling 50,000 words, plus an introductory piece usually written by the guest editor.
- MAI Journal is a scholarly publication and as such, articles should be aimed at a scholarly international audience. As a journal of Indigenous peoples there is a great scope for diverse types of articles, ideally written within Indigenous rather than Western frameworks. The Editors would be happy to discuss different options with you.
- We also suggest that one or perhaps two articles could be written in Te Reo with only an abstract in English, although we will also require assurance and reviews showing that both the language and content are of high quality.

What a themed supplement is not:

- A Special Issue is not a conference proceedings, but rather a suitable collection of commissioned or selected articles, invited and organised by a guest editor. An issue may well come out of discussion at conferences, meetings or symposia, but also from a debate sparked at such an event or from topical issues for Indigenous societies in general.

We ask that if you are interested in organising a Special Issue, you complete the proposal form giving us details of your concept. We would review this and if we accept your proposal in principle, we would then negotiate a timeline and publication schedule with you.

Timelines

We commission Special Issues many months in advance and the agreed submission date will be well in advance of final publication, usually by around 4-6 months, allowing 2-3 months for revisions, plus a minimum of 8 weeks for copy-editing, proof-reading and typesetting.

Submitting your Special Issue

When your Special Issue is submitted to MAI, we would expect that the manuscripts have been reviewed by at least one independent expert in that particular topic. Reviewers should be part of the indigenous group in focus and reviews along with the name and details of the reviewer should be submitted with the paper. As the guest editor it is expected that you will also have critiqued the paper before this independent review stage and you should pass on your comments about the importance of the article to MAI. If you require help assessing the suitability of referees we are happy to assist. We will provide a review form that should be completed by each reviewer.

MAI will then seek at least two additional reviews, one of which will be completed by an international scholar. We will invite reviewers who may not be experts in the local subject but will be experts in the discipline. The MAI Editors will then assess each paper and reviews (local and international, as well as the guest editor's comments) and return the paper with a decision (Reject, Accept or Revise) to the author (copying in the issue editor). Unless rejected we would ask the author to revise their paper as advised by reviewers in line with guidelines within tight deadlines—typically a few weeks—in order to be published. The Editors of MAI Journal retain the right to accept or reject each manuscript within the theme supplement/issue for publication.

Post Acceptance

After acceptance of each paper, page proofs will be sent to the author for a rapid check and turnaround. The Editorial Office can provide in advance an estimated 1–2 week period when this will occur, and authors will be expected to check proofs, or nominate another to check on their behalf, and return them within 48 hours. The issue editor will be sent proofs of the Table of Contents as well as the Introduction to check. Although we will send our page proofs directly to authors, the support of the Guest Editor in encouraging rapid checking is invaluable. MAI Journal and Ngā Pae o te Māramatanga require that each author signs a copyright agreement to allow us to publish their paper online. This will be sent with page proofs, and must be printed, signed, and scanned/faxed back to us.

The Editors of MAI Journal aim to ensure that as many papers as possible are successfully published while upholding our commitment to supporting scholarly indigenous research by maintaining our standards as a peer-reviewed journal. As issue editor, you would have control of the papers commissioned, coordinate an independent review of the papers and provide input on each paper you select. We would expect that you are in a position to mentor less-experienced authors in writing scholarly articles and we are happy to provide advice to help you do this. Manuscripts that require substantial revisions that cannot be completed in the time required may be submitted for consideration in a later general issue of the journal.