

General Instructions for Editors of Symposia

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Thank you for considering or agreeing to be a symposium editor for *Public Performance & Management Review*. Symposia provide an excellent opportunity to provide a focused, scholarly discussion with multiple perspectives. They also provide the symposium editor the opportunity to provide scholarly leadership.

We do ask that you keep the following points in mind.

- Only the Editor-in-Chief can commission a symposium, although other editors will recommend them.
- The Associate Editor for symposia monitors the process to provide assistance and quality control. He will provide the last round of editorial improvements and corrections, and the final authorization for publication.

General guidelines

- Decide how you are going to recruit manuscripts: primarily by invitation, a general call for papers, at a conference, etc. Generally you want at least three papers and generally you should plan on one author not completing a manuscript in a timely or acceptable fashion. Therefore it is good to start with at least four prospective manuscripts. You should discuss with the Editor in Chief, upon commissioning, the approximate manuscript recruitment strategy and final number you hope for.
- All manuscripts **MUST** be reviewed by at least three reviewers in a double-blind, peer-reviewed process. Because some reviewers do not live up to their promises, it is sometimes wise to request four reviews initially to ensure an adequate pool. At least two of the reviewers must recommend **ACCEPT WITH MINOR REVISIONS**. This generally means that one or more reviewers sees the manuscript a second and, occasionally, even a third time.
- When the review process has been completed to your satisfaction, send all manuscripts to the Associate Editor for a final review. You **MUST** include a brief summary of the review process so that the journal has a record of a legitimate peer-reviewed process. In particular, note who reviewed which manuscripts, how many times, and a synopsis of the results: rejections and improvements. When you send the symposium to the Associate Editor, he will review for the more technical issues related to format, and also provide a final review of all substantive issues including the structuring of the symposium itself. He will send the manuscripts back to the symposium editor for final corrections as needed. Of course you will include: (1) a symposium introduction of 3-6 pages and (2) bios and abstracts consistent with the journal guidelines.
- Helpful hints: (1) Read all manuscripts prior to sending out for review. If one appears to have major language issues or “fatal flaws” in methodology, it is generally best to take the issue up with the author immediately, rather than burdening reviewers. (2) It is wise to stress early on that authors consult the style sheet at the back of each journal number, especially related to the reference section. This inevitably saves time and aggravation at the end of the review process. (3) Feel

free to use the Associate Editor as a consultant during the process. It is his job to provide as much support as possible, and assistance when issues or unusual circumstances arise.