

## Special Issues Guidelines

The following processes should be adhered to:

1. *Journal of Translation Studies (JTS)* occasionally invites scholars to guest edit conference proceedings or Special Issues on topics of interest. We also welcome proposals from readers and authors submitted directly to us on a topic within their field of expertise. Guest editorship consists of at least one of the Chief Editors along with one outside person.
2. Proposals for a Special Issue should be sent to the Chief Editors via email ([jts.tra@cuhk.edu.hk](mailto:jts.tra@cuhk.edu.hk)) and must include the following information: tentative title, timeline, list of Guest Editor(s) (with their names, affiliations, contacts, and research interests), potential authors (including titles and draft abstracts that are available), proposed reviewers, a summary of the Special Issue (150–200 words), relevant keywords (3–10 words), call for papers letter, and promotional plan.
3. All articles submitted to a Special Issue are subject to double-blind peer review and held to the same rigorous editorial standards as all other articles submitted to the journal. The decisions about assigning reviewers, acceptances, rejections, and revisions of papers are made by the Guest Editors, in discussion with the Chief Editors. During the review process, the Chief Editors may request additional reviews for particular papers and further revisions and have the right, in consultation with the Guest Editors, to reject papers if they do not fulfil standards of scholarly excellence. Final approval and the go-ahead are given by the Chief Editors, for the collection to go to press.
4. The Guest Editors have access to all papers and related files throughout the review and selection process.
5. The Guest Editors are invited to submit an introductory/editorial essay that provides a substantive and critical overview of the topic.
6. The Chief Editors should be informed of papers with a member of the *JTS* editorial team as a co-author, or in cases where the Guest Editors are the authors of any submitted paper other than the introductory/editorial essay. Peer review of any such submission should be handled independently of the relevant Guest Editors and their research groups.
7. The reviewers are sent a copy of all the decision letters as soon as the decisions are made.
8. The Guest Editors should, as a rule, avoid submission deadline extensions. All extensions need to be approved beforehand by the Chief Editors.
9. The Guest Editors do not receive an honorarium.

10. If, in the view of the Guest Editors, a paper is not selected for a special issue but is of a suitably high standard to warrant being assessed as a regular paper by the journal, it should be transferred to the Chief Editors.

11. There should be a minimum of 4 to a maximum of 9 papers for the special issue, selected jointly by the Guest Editors and Chief Editors.

12. The Chief Editors can decide to cancel a Special Issue if the call does not receive a sufficient number of papers to permit high quality, if Guest Editors fail to deliver the Special Issue and related decisions in a timely manner, and/or for other reasons at the discretion of the editorial staff.

## 特刊出版指引

特刊出版須遵循以下程序：

一、《翻譯學報》偶爾邀請學者擔任會議論文集或特刊的客座編輯，也歡迎讀者和作者直接向我們提交他們所屬專業領域的計劃書。客座編輯團隊由至少一位主編和一位外部人員組成。

二、特刊計劃書應通過電子郵件（[jts.tra@cuhk.edu.hk](mailto:jts.tra@cuhk.edu.hk)）發送給主編，並必須包括以下資料：暫定標題、時程表、客座編輯名單（包括他們的姓名、所屬機構、聯繫方式和研究興趣）、潛在作者（包括暫定標題和摘要）、擬議的審稿人、特刊摘要（150–200字）、關鍵詞（3–10個詞）、徵稿信和推廣計劃。

三、所有提交給特刊的論文都將接受雙盲同行評審，並按照其他文章相同的嚴格編輯標準進行評審。有關分配審稿人、接受、拒絕和修訂論文的決定將由客座編輯與主編討論後作出。在評審過程中，主編可要求為特定論文進行額外的評審、進一步的修訂，並在與客座編輯協商後有權拒絕不符合學術標準的論文。最終批准和出版決策由主編作出，讓該專題特刊進入出版流程。

四、客座編輯在評審和甄選過程中有權取用所有文章及相關文件。

五、客座編輯需提交一篇緒論／社論文章為議題作出實質性和批判性概述。

六、如客座編輯與編輯團隊成員合寫論文，或為除緒論／社論文章外其他論文的作者，應通知主編。任何此類文章的同行評審應獨立於相關客座編輯及其研究團隊進行。

七、決策一經作出，評審人將收到決策信函的副本。

八、通常情況下，客座編輯應避免延長提交論文的截止日期。所有延期需事先獲得主編批准。

九、客座編輯不會獲發酬金。

十、如客座編輯認為一篇論文雖未被選入特刊，但其水準足以作為常規文章來進行評估，應將其轉交給主編。

十一、特刊應包含最少四篇、最多九篇論文，由客座編輯和主編共同選取。

十二、如徵集不到足夠數量的高品質論文、客座編輯未能按時完成特刊及作出相關決策，以及／或出於編輯團隊自行決定的其他原因，主編有權決定取消特刊。