

JOLLAS

About the Journal

The Journal of Latino-Latin American Studies (JOLLAS) is an interdisciplinary, international, and peer reviewed on-line journal housed at the University of Nebraska at Omaha. The journal seeks to be reflective of the shifting demographics, geographic dispersion, and new community formations occurring among Latino populations across borders and throughout the Americas. The journal emphasizes the collective understanding of Latino issues in the U.S. while recognizing the growing importance of transnationalism and the porous borders of Latino/Latin American identities.

JOLLAS welcomes quality scholarship from relevant academic disciplines as well as from practitioners in the private and public sectors. JOLLAS is receptive to scholarship coming from a variety of theoretical perspectives and methodological approaches. All research should be understood and examined through a transnational perspective. Please note that the journal has adopted a special issue only format. Each special issue focuses on a single theme or topic. We welcome proposals from individuals who wish to edit an issue of the journal. **The journal does not publish unsolicited manuscripts or book reviews.**

For more information about the journal please visit <http://www.unomaha.edu/jollas/>

Information and Guidelines for Issue Editors

Overview

Each issue of JOLLAS is organized around a single theme or topic. Issue editors who have expertise in the topic plan and develop each issue. The issue editors begin by submitting a preliminary proposal to the JOLLAS editor; this proposal is reviewed and, if approved, recommendations regarding further development of the proposal are provided to the issue editors. The issue editors then submit a formal proposal to the JOLLAS editor. The formal proposal is again reviewed and, if approved, recommendations for further development of the issue and individual articles are provided. The issue editors, in coordination with JOLLAS editors, select relevant & expert reviewers (if possible 2 per essay) to assess the manuscripts in the blind peer-review process. Reviewers complete a JOLLAS assessment form and send their report to JOLLAS editors, copying the issue editors. The issue editors provide feedback to each contributing author; contributors revise their manuscripts and submit the revised versions to the issue editors. When the issue editors are satisfied with the manuscripts, they submit the entire set of manuscripts to the JOLLAS editor. The JOLLAS editor then provides feedback to the issue editors who oversee the final round of manuscript revisions. More details about the stages of issue development are provided below.

General Considerations

The inclusion of early career scholars as editors and/or authors is encouraged. JOLLAS issues should reflect a diversity of conceptual approaches to the issue they address. Authors should come from more than one discipline and represent varied perspectives. No more than two first authors should come from a single institution, and no author's name should appear on more than two contributions.

JOLLAS issues typically begin with an introductory piece by the issue editors in which they provide a rationale and overview for the issue. JOLLAS issues typically end with a concluding piece that evaluates and extends the themes that have emerged throughout the issue.

JOLLAS has an interdisciplinary readership. Papers should therefore be written for non-experts. Background citations are important for interested readers who seek further information.

The maximum length of a manuscript within an issue should not exceed 25 pages, including references, notes, tables, graphs, etc., and should be formatted in MS Word. Manuscripts longer than 25 pages need to be approved by the editor(s)-in-chief. All papers must conform to current APA (American Psychological Association) style guidelines. Reference sections for issues published in 2010 and after should include digital object identifiers (DOI). The editors reserve the right to edit submissions/issues if accepted for publication.

Stages of Issue Development

1. Preliminary Proposal

A preliminary proposal should be submitted by the issue editors to the JOLLAS editor for feedback on the general focus of the issue and its feasibility. The preliminary proposal should include a (1) a brief vision statement (1- 2 pages) describing the general focus of the issue, (2) a tentative table of contents including a listing of tentative titles or topics and potential authors (and whether they have already agreed to contribute).

Preliminary proposals are approved if they are deemed to represent an important and timely topic of considerable interest to the JOLLAS readership, and if they include a strong and diverse group of scholars whose collective contributions appear to represent a coherent, compelling theme. Content suggestions (revisions, omissions, extensions, reorganizations) and suggestions for additional contributors are typically given.

2. Formal Proposal

After the preliminary proposal is approved, the issue editors prepare and submit a formal proposal to the JOLLAS editor. Much of the evaluation of the merits of the proposed issue occurs at this stage. The formal proposal provides more information about the proposed issue, which allows the JOLLAS editor and editorial board to provide a more thorough evaluation of the proposed issue.

A formal proposal should include (1) a draft of the issue editors' introduction, which includes the objectives of the issue, the approach to be taken, and a review of previous research regarding this

social/historical/cultural issue; (2) a proposed table of contents, listing tentative titles and authors; (3) a 1 page abstract of for each proposed contribution followed by a one-half page biography of each author; and (4) a timeline for development of the issue, indicating the stage of development of the material underlying each article and when manuscripts are likely to be ready.

At this stage, the JOLLAS editor and editorial board typically provide substantial feedback (e.g., concerning revisions, omissions, extensions, and reorganization) and suggestions for additional contributors. The issue editors may be asked to complete several rounds of revisions of the formal proposal before approval is given. Some formal proposals may not be approved. Approval of the preliminary proposal does not guarantee approval of the formal proposal.

Approval of the formal proposal by the JOLLAS editor indicates the editor's intent to publish an issue, following the general plan of the proposal, modified by any suggestions for additions or revisions. It does not guarantee that JOLLAS will publish the set of papers ultimately submitted by the issue editor(s). The JOLLAS editor and ad hoc reviewers will review the finished manuscripts. Any paper, or even the issue as a whole, may be deemed unacceptable in its final form. Thus, the approval is a statement of intent, not a contractual commitment. The issue editor(s) should have a similar understanding with the potential contributors. However, the JOLLAS editor and issue editors will try to prevent the unusual circumstances that require the rejection of a paper at a late stage in the process.

3. After the Formal Proposal is Approved

The issue editors communicate suggestions to their contributors (typically including a draft of the introduction to the issue and the table of contents of the issue) and solicit full-length manuscripts.

Authors send copies of their full-length manuscripts to the issue editors. The manuscripts should be in current APA format and include an abstract of 150 words or fewer as well as a one-paragraph biography of each author.

The issue editors review the full-length manuscripts, with the help of additional reviewers (possibly including other contributors to the issue). Authors respond to the issue editors' recommended changes and send revised manuscripts back to the issue editors, with a cover letter outlining revisions that have been made. This process is repeated for each manuscript until the issue editors believe that the manuscript is ready for submission to the JOLLAS editor and board.

The JOLLAS editor does a final review of each manuscript to check for clarity, the use of correct statistical procedures, adequacy of citation and other format issues. Occasionally, some final revisions are required at this point. The JOLLAS editor will also ensure that the overall length of the manuscripts is appropriate.

4. Final Processing of Manuscripts

Full contact information for each contributing author should be sent to the issue editors who will compile this information for the entire issue and send it to the JOLLAS Editor. Copyright forms must be signed by the first author of each article and sent (preferably scanned and sent as .pdf

files) to the issue editors who will compile all the copyright forms and send them to the JOLLAS Editor.

The JOLLAS editor will then complete a final review of all issue manuscripts and documents. Once everything is confirmed to be in order, the contents of the issue (in .pdf format) will be uploaded to METAPRESS, who hosts and maintains JOLLAS.

Once everything has been uploaded correctly and confirmed, an email will be sent to all JOLLAS subscribers informing them of the availability of the issue. An e-mail will also be sent to the issue editors who will be responsible for informing the contributing authors.