

JOLLAS

THE JOURNAL OF LATINO-LATIN AMERICAN STUDIES AT THE
OFFICE OF LATINO/LATIN AMERICAN STUDIES
UNIVERSITY OF NEBRASKA AT OMAHA

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.

The Journal of Latino-Latin American Studies 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 not does publish unsolicited manuscripts or book reviews.**

For more information about the journal please go to <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 then review contributing authors' full-length manuscripts, soliciting reviews from external reviewers as appropriate. 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 for outside reviews. 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

Each issue of JOLLAS has two to three editors. 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. A JOLLAS issue, if appropriate, may be divided into sub-sections that reflect important aspects of the topic. JOLLAS issues typically end with a concluding piece that evaluates and extends the themes that have emerged throughout the issue.

The issue editors should strive for a balance of conceptual, empirical, and policy-oriented articles. For example, an issue might move from a theoretical perspective on the topic to examples of research findings and applications, and end with a discussion of policy or practice implications. Or each article in an issue might provide its own theoretical perspective, report research findings supporting that theoretical perspective, and describe their policy implications. Of course, many other ways of organizing the articles in an issue are possible.

Not all articles must contain numerical data, or employ experimental or survey methods. However, in general, at least half of the articles should be empirical. Reviews of research literature and intensive analyses of illustrative cases may be considered empirical. A desirable goal is to have a mix of quantitative and qualitative pieces. Both quantitative and qualitative papers should include a detailed Method section and Results section. Both types of papers should report appropriate statistics.

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 thirty pages, including references, notes, tables, graphs, etc., and should be formatted in MS Word. 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 breakdown of the sections of the issue and within each section a listing of tentative titles or topics and potential authors (and whether or not 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 issue; (2) a proposed table of contents, listing tentative titles and authors; (3) an abstract of 2-4 pages 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, often 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 issue editors send all of the manuscripts and a table of contents to the JOLLAS editor. The final versions of the introductory and concluding articles may be delayed if they rely on the opportunity to review final versions of the other manuscripts in the issue.

The JOLLAS editor then sends the manuscripts to the editorial board and outside reviewers. The JOLLAS editor compiles the outside reviewers' comments, adds her/his own review, and sends the entire review to the issue editors. Requested revisions may be minor and stylistic or major and substantive. A recommendation to drop a specific article is possible; however, this recommendation is avoided as much as possible.

The issue editors consider the suggested revisions and comments and discuss them with the JOLLAS editor. Once the JOLLAS editor and issue editors have agreed on the needed changes, the issue editors send comments back to the authors.

Authors revise in response to comments and suggestions and return revised manuscripts to issue editors, with cover letters outlining their revisions.

The issue editors review the authors' responses and recommend final edits to the manuscripts. The issue editors ensure that the overall length of the manuscripts is appropriate. When completed, the issue editors send the modified manuscripts to the editor in electronic form (MS Word), along with the author cover letters.

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 e-mail 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.