

Guidelines for Special Issues, *Trainers' Forum*

Special issues of *Trainers' Forum* (TF) should align closely with the mission of Trainers of School Psychologists (TSP) by advancing scholarly “innovation and excellence in graduate training programs for specialist and doctoral school psychologists.” Articles published in special issues may be either data-driven or conceptual; however, they must not solely comprise overviews of contributors’ previous work and should be written to the same standards of quality and significance as articles published in general issues.

Policy on multiple, redundant, or duplicate publication and text recycling, data mining, and concurrent publication: The *Trainers' Forum* will only accept original, previously unpublished manuscripts that are not being concurrently considered for publication elsewhere. The *Trainers' Forum* will not accept manuscripts describing essentially the same research that has been published elsewhere. The editorial staff of the *Trainers' Forum* believes content redundancy is not determined by the length of an article or the publication venue, format, or status; rather, it is determined by the overall communicated content, the amount of overlap describing essentially the same research, results, and/or recommendations, and the amount of new contributing data and data analyses that were not available or reported in a previously published work. Note: The *Trainers' Forum* considers a more in-depth or expanded discussion (including expanded or detailed descriptions of methodology, samples, treatments, interventions, assessments, data) of previously published content to be discussion of the same content, and therefore, redundant.

The *Trainers' Forum* does not view the following use of a work as a prior publication: publication as an academic thesis/dissertation.

Special Issue Initiation

There are two mechanisms for generating special issues of interest to the readership of TF:

- *Invited Special Issues* are initiated by the Senior Editorial Board based upon topics identified as timely and relevant to the readership of TF. In this case, a member of the Senior Editorial Board will identify a Guest Editor(s) with expertise in the selected topic and invite him/her to submit a special issue proposal.
- *Unsolicited Special Issues* are initiated by prospective Guest Editors based upon a topic deemed relevant to the readership of TF. Individuals interested in guest editing a special issue of TF are encouraged to contact the Editor (pj16@txstate.edu) prior to submitting a proposal.

Special Issue Proposals

Special Issue proposals must be reviewed and approved by the Senior Editorial Board before papers are solicited or submitted. Proposals may be submitted to the journal at pj16@txstate.edu. Proposals should include the following information:

- Title of the Special Issue
- A statement of the significance of the Special Issue topic to the readership of TF, and the alignment of the topic with the mission of TSP

- *If specific sub-topics and contributors have been identified:*
 - Topics/possible titles of the proposed articles
 - Summary of proposed article content, including relevance to school psychology training
 - Contributors who will be invited with brief biographical information
- *If not all specific sub-topics and contributors have been identified:*
 - List of potential topics for articles to be solicited
 - A draft of a call for papers
- Brief CV of the proposed Guest Editor(s); usually no more than two guest editors will be identified per special issue
- Timetable for completion and publication of the special issue

General Information

- *Length:* Typically, four to six articles will comprise a Special Issue of TF. Proposals may include 8-10 potential topics or contributors, to allow for rejections or withdrawals.
- *Timetable:* Authors should work closely with the Editorial Liaison to identify and adhere to a workable timetable. When the Special Issue is accepted, the Guest Editor(s) will be informed of the tentative publication date for the Issue. Typically, from the acceptance of the Special Issue to publication will be no more than one year. As TF is currently published twice annually, it is particularly important that submissions, reviews, and revisions are completed in a timely manner.

Special Issue Development and Review

1. The Senior Editorial Board will consider whether the initial proposal is of interest to the readership of TF and will inform the proposed Guest Editor(s) whether or not the proposal will be accepted as submitted, accepted with revision, or not accepted. It should be noted that the Editor can reject individual manuscripts or, in consultation with the Senior Editorial Board, the Special Issue as a whole, if it does not meet quality and significance standards. If fewer articles than anticipated are accepted, the Senior Editorial Board may opt to publish a partial special issue or group of articles with or without an introductory article.
2. Once a Special Issue proposal is accepted, one member of the Senior Editorial Board will be assigned to work with the Guest Editor(s) as an Editorial Liaison to facilitate the solicitation, review, revision, and publication of articles in the Special Issue.
3. Guest Editors are responsible for distributing a call for papers, soliciting and identifying articles to be included in the special issue, and working with prospective contributors to ensure submissions meet the standards of quality and significance appropriate to publication in TF. Guest Editors should clearly communicate to prospective authors that submission of a manuscript does not guarantee acceptance for publication.
4. The Guest Editor will submit a list of names of possible peer-reviewers to the Editor. Guest Editors should submit two (2) reviewer names per issue article. No recommended reviewers may be a current author of a manuscript being submitted to the Special Issue.
5. Submissions for the Special Issue should be submitted directly to the Guest Editor(s) who will determine if manuscripts are suitable for, and within the scope of, the Special Issue. The Editorial Liaison is available for consultation if there is uncertainty regarding the most

appropriate course of action. The Guest Editor(s) will also make sure the submissions have met all the Manuscript guidelines located at <https://tsp.wildapricot.org/authorguidelines>

- a. Manuscripts selected for inclusion in the Special Issue by the Guest Editor(s) will be forwarded to the Editor of the TF to be sent out for a double-blind peer review.
 - b. Manuscripts not selected for further review by the Guest Editor(s) will be returned to the author. The Guest Editor may elect to notify the manuscript author(s) that they may choose to forward their manuscript to the Senior Editorial Board for consideration in a future general issue of TF.
 - c. Double-blind peer reviews will be completed using the same procedure as manuscripts submitted for general issues. However, given that the purpose of the Special Issue, double-blind review is only to ensure a manuscript meets the publication quality standards of the *Trainers' Forum*; therefore, reviewers will not be asked for a publication recommendation (i.e., accept/reject). The Editor of the TF will forward manuscript reviewer feedback to the Guest Editor(s) after removing all identifiable reviewer information. The Guest Editor(s) will forward the reviewer feedback – verbatim – to the manuscript author(s) for revision. Manuscript revisions will be returned to the Guest Editor(s) who will forward the revision to the Editor of the TF, the Editor will send the revised manuscript to the reviewers for comment and then communicate their response to the Guest Editor(s). The Guest Editor will consider the reviewer remarks and communicate to the Special Issues Editor and the Editor whether the manuscript is ready for publication or if it needs further revision. If deemed ready, the Special Issues Editor and the Editor will conduct a final review of the manuscript. The purpose of that review will be twofold: a) to check for heading format continuity and b) ensure the section on “implications for school psychologists” has strong, well-articulated, specific, feasible implications that can be implemented by those who train school psychologists at all levels of training. If the Special Issues Editor and the Editor feel the implications/recommendations are weak, too broad, too generic, or too impractical, they will notify the Guest Editor(s) who will ask the author(s) to revise this section.
 - d. If a Guest Editor, or one of the Special Issues Guest Editors, authors a manuscript for inclusion in the Special Issue, the Editor of the TF will conduct the double-blind review process, communicate reviewer feedback, monitor the revision process, and determine whether the manuscript is ready for publication as noted in section c. If the Guest Editor(s) disagrees with the decision of the Editor, an appeal to the full Senior Editorial Board may be made at any time.
6. As manuscripts are accepted for inclusion in the Special Issue, the Guest Editors are responsible for preparing an original introductory article that provides the context and rationale for the Special Issue and references the articles included in the Special Issue. The introductory article should be submitted within two weeks of acceptance of the final article in the Special Issue. Review and feedback on the introductory article will be provided by the Senior Editorial Board.