BIGSAS*works*!

Who is needed to work on a BIGSAS*work*s! issue?

1. ca. 1 - 3 Junior Fellows (JF), who are interested in a common and timely topic and in becoming the "editors" of the issue. The editors organize the whole publication process and write the introduction to the issue. They may already work together in a BIGSAS Working Group, of which the BIGSAS*works* issue can be an outcome.
2. 1 Senior Fellow (PI), mostly a Professor from the University of Bayreuth, who has an expertise and interest in the topic of the issue and has experience in publishing to guide the editors through the publication process. This PI will write the Foreword to the issue.
3. ca. 5 - 6 BIGSAS junior fellows who become authors and write an article for the issue based on their doctoral research; each editor, other Junior Fellows of the Working Group and of BIGSAS can contribute an article. It is very desirable that BIGSAS*works*! issues are multidisciplinary.

The editor-in-chief of the University of Bayreuth African Studies Working Papers may be contacted and consulted at the beginning of the publication process and at any time during the publication process.

How to publish a BIGSAS*works*!

This overview shall provide an orientation about the process of how to publish a BIGSAS*works*! issue. The flow of work is often not a linear process as depicted in this outline, but sometimes moves back and forth and some work may be done simultaneously. During the publishing process, the editors need some flexibility and perseverance. It might happen that authors and reviewers drop out of the issue due to other commitments and that editors have to decide about the best course of action and a new timeline, e.g., finding a new reviewer, dropping a paper etc. The durations given here are only estimations which depend very much on individual and collective efforts.

Step	Work	Responsibility	Timeframe
1	Find a topic for the issue and write a call for papers (1-2 pages)	JF editors together with the PI whom the editors approach and consult for a collaboration	3 weeks
2	Inform and meet the editor-in-chief of the *University of Bayreuth African Studies Working Papers* about the issue; She provides Style Sheet, Template and Guidelines for Reviewers	editors	1-2 weeks
3	Circulate the Call for Papers among BIGSAS Junior Fellows	editors together with JF Representatives and BIGSAS office	Deadline of call: 2-3 weeks after circulation
4	Selection of contributions based on the received abstracts	editors together with PI	2 weeks

5	Informing the authors about the (dis)approval of their contribution and the deadline for the submission of the first draft (ca. 3 months later); Sharing Style Sheet and Template with the selected authors	editors	
6	Creating a list of possible reviewers for the accepted articles	editors	
7	Writing of paper	authors	3 -4 months
8	Submission of papers to the editors	authors	
9	Reading the papers and searching for one reviewer for each contribution. Reviewers should have an expertise in the topic of the paper; authors can also be asked to make suggestions for possible reviewers; Reviewers can be Professors and Postdocs of the University of Bayreuth and its partners	Editors, in consultation with PI	3 - 4 weeks
10	If the editors and the PI think the paper needs revisions before sending it out for review, they might send it back to the author and ask for revisions.	editors	
11	Asking possible reviewers, if they are willing to review the paper (within ca. 3 weeks); each paper should at least receive one review; guidelines for the review can be received from the editor-in-chief; the reviewers are acknowledged in the issue.	editors	
12	Sending papers to reviewers		
13	Review of papers	Reviewers	ca. 1 month
14	Checking the reviews of the paper, communicating them with the authors; asking the authors to revise their papers accordingly	Editors, in consultation with PI	2-3 weeks
15	Revision of papers	authors	3 -4 months
16	Reading the revised papers to see if the reviews were taken into account	editors	ca. 1 month
17	If the paper is not revised properly and needs more revisions before being published, the editors send the paper back to the authors; the editors might also consult the reviewers again and ask if they agree with the revisions of the paper	editors	
18	Check language (maybe professional proof reading is needed), spelling, grammar, completeness of sentences, consistent and correct quotations, complete list of references, etc.	authors and editors	ca. 3 weeks

	Check correct format of the papers according to style sheet (margins, fonts, headings, etc)		
19	Writing of introduction and abstract for the issue	Editors; reviewed by PI	1 month
20	Writing of foreword	PI	
21	Compile additional information: "Information about the authors", list of reviewers (name, title, affiliation), acknowledgements (people and funding organisations), order of articles	Editors and authors	
22	Editors share introduction, foreword and additional information with the authors and ask if their work is rightly presented or if something needs to be changed	editors	2 weeks
23	Authors send possible comments on introduction, foreword, additional information to editors	authors	
24	Editors send each paper as individual word-document and additional information as word-documents to editor-in-chief; *Please note that after this submission no changes of content are possible!*	editors	
25	Checking formalities of papers, creating cover pages, table of contents, headers and footers, and adding issue numbers and core of the IAS Working Paper series;	Editor-in-chief together with student assistant	ca. 1 month
26	Sending finalized papers as word-documents to editors	Editor-in-chief	
27	Editors forward papers to authors and ask for proof corrections	Editors	ca. 2 weeks
28	Authors submit proof corrections to editors	authors	ca. 2 weeks
29	Editors check corrections and send it either back to the author for revisions or forward it to the editor-in-chief	editors	ca. 2 weeks
30	When all contributions are ready for publication, a pdf-document of the whole issue is compiled	Editor-in-chief	ca. 2 weeks
31	Editor and authors check the pdf-document and comment on possible typos	Authors and editors	ca. 2 weeks
32	Final pdf-document of the issue is agreed upon between editors, PI and editor-in-chief		ca. 1 week
33	Publication contract is prepared	Editor-in-chief	ca. 1 week
34	Publication contract (exists only in German) for epub at the University of Bayreuth Library is signed	Editor-in-chief, PI, one editor as a representative for all editors and authors	

35	Publication is uploaded on the epub-server of the UBT Library	Assigned editor	

Call for Papers:

- 1-2 pages
- title of the issue
- description of topic, its timeliness and relevance
- questions which the issue intends to address
- invitation to all JF of the BIGSAS from all disciplinary backgrounds to contribute a paper
- deadline for the submission of paper abstracts (ca. 300 words) (2-3 weeks), for the information about acceptance (ca. 2 weeks after abstract submission), deadline for submitting the first draft paper (ca. 3- 4 months after abstract approval), deadline for submitting revised paper (ca. 4-6 months after first draft submission), envisaged date of publication (ca. 1 - 1,5 years later).

Papers:

- around 15 pages (when formatted with Style Sheet)
- in English, German, French depending on the decision of the editors and the PI;
- contains: introduction, sub-chapter headlines, conclusion and list of references
- proof reading of language and correct formatting is the responsibility of the authors and editors of the issue
- Every author is responsible to follow the guidelines of "good academic practice" in their use of sources and quotations and has to hold the copyright for the published material (figures, photos, etc.)
- The copyright of the Working Paper remains with the author so that they can republish their paper with another publisher.