



**Migration Politics
Editorial College Guidelines
April 2023**

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Have you been invited to join the Editorial College?

We expect Editorial College members to:

1. Act as lead editor (editor-in-charge) on papers related to your expertise about once a year
2. Vote on decision written by ‘Editors in Charge’
3. Advise the Senior Editorial Fellows on journal policies (two virtual meetings per year, see also see editorial college by-laws)
4. Participate in virtual feedback sessions with authors/residents
5. Contribute to the selection of paper proposals for residencies
6. Provide annual feedback on our editorial policies and practices

Have you been invited to act as editor in charge of a submission?

We ask you do the following:

- **Please promptly accept or decline the assignment request.**
We aim to have an eight week turnaround from submission to decision letter. To meet this target we ask you reply promptly to any assignment request you receive.
- **Comply with our conflict-of-interest rules**
You should decline an assignment for lead editor if you have:
 - a personal or hierarchical relationship with any of the Submission's authors
 - co-authored a paper with any of the Submission's authors in the last 5 years.
 It is the responsibility of the Fellow to ensure that these conditions are met. If you feel that a conflict of interest exists, or if you have doubts, you should email our [editorial administration](#), explaining the matter.
- **Read the paper**

As a lead editor you are expected to read of the paper. This will help you judge the quality of the reviews and write the editorial recommendation (decision letter).

- **Manage the paper from submission until the final (accept or reject) decision.**

As lead editor you are responsible for soliciting reviews and editorial recommendations (decision letters). In the case of a Resubmission, the original Submission's Editor-in-charge is automatically appointed as Editor-in-charge for the Resubmission. However, upon explicit request by the Editor-in-charge, or in circumstances in which the editorial processing of a given Submission is suffering from unreasonable delays, the Editorial Administration reserves the right to seek a replacement Editor-in-charge for that Submission. Please read "[Instructions for Editors in Charge](#)" before accepting the role of editor in charge.

What is the timeline for editing a submission?

- The first week after submission the editors will approach editorial college fellows whose expertise matches the submission to take on the editorial lead.
- In the second week the editorial lead should solicit reviews.
- Reviews are expected to be in within four weeks after submission
- The editorial recommendation and decision letter should be written in the 7th week and submitted to the editorial college.
- The Editorial College votes in the 8th week.
- Authors receive the decision letter and all reviews.

Do you wish to contribute a review Report?

As a fellow of the editorial college you can submit an unsolicited review of any submission to migration politics – provided there is no conflict of interest and you are not the lead editor.

Have you been asked to vote on a decision letter to act as lead editor?

If the lead editor recommends to accept, reject, or rejects after review/revisions, the decision is put to a vote in the editorial college.

Voting is based on majority rule and is not compulsory. Editorial fellows with a conflict of interest should not participate in the voting procedure.

Before voting on the decision, editorial college fellows are expected to read decision letters, reviews, explanatory cover letters and abstracts and exercise due diligence. Editorial College fellows are allowed to add items to the list of revisions to be made, but are encouraged to do so only for crucial elements.

How long is the appointment to Editorial College for?

The appointment to the Migration Politics Editorial College is for two years and is renewable.

Are there any other rules?

Please consult SciPost Editorial Colleges By-laws - https://scipost.org/EdCol_by-laws