Digital Scholarship in the Humanities

Editor-in-Chief: **Edward Vanhoutte**

DH Conference Issue

1. PC Chair sends EIC a list of the guest editors so they can be granted Associate Editor's rights in order to facilitate their work on the issue which will be done entirely in the DSH online management system.

2. PC Chair sends out a call for submissions [please amend where wanted and complete the list of guest editors]:

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DSH. Digital Scholarship in the Humanities will publish a supplementary issue of
top papers from Digital Humanities [yyyy], the annual conference of the Alliance
of Digital Humanities Organizations, held this summer in [Place]. We invite
submissions from anyone who presented at the meeting, including those who gave
long and short papers, or who participated in panels and poster sessions.

Long articles of up to 6,000 words in length (notes & bibliography excluded)
should take up theoretical issues in digital humanities or report on completed
work, including at least preliminary evaluation of its results. While there is
more room in shorter articles for description of work at earlier stages, we
emphasize that short papers of no more than 2,000 words (notes & bibliography
excluded) should make scholarly points and not merely report on DH project
activities. All submissions will be evaluated by at least two independent
referees.

Submissions must be received by midnight GMT on October 15th 20xx.

Interested authors should:

1. Contact [name lead guest editor] ([email lead guest editor]) as soon as
possible to inform the editors of an intention to submit.
2. Prepare manuscripts using the DSH guidelines, available at:
http://dsh.oxfordjournals.org/for_authors/index.html
3. Submit manuscripts directly to the DSH submission site at
https://mc.manuscriptcentral.com/dsh by October 15th 201§. Please make clear in
your cover letter and in step 5 of the online submission procedure that it is
for the 'DH20xx issue'. Instructions for online submission can be found here:
https://mc.manuscriptcentral.com/dsh

We emphasize that it is the author's responsibility to see that DSH's formal
guidelines are met, including the proofreading by a native speaker of English.
All content from this special issue will be released freely accessible to all by
Oxford Journals thanks to a generous grant of ADHO. Authors retain their
copyright, may make pre-prints available without restriction, and may share
post-prints after a 24-month embargo. Please refer to
http://www.oxfordjournals.org/en/access-purchase/rights-and-permissions/self-
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archiving-policye.html for an outline of the Journal's Self Archiving Policy.

Proceeds from DSH are the primary means of support for the ADHO organizations (EADH, ACH, CSDH-SCHN, aaDH, JDH, and centerNet) and their various open-access journals and publications.

Guest editors for this special issue are [names of the guest editors & EIC].

3. EIC sets up a mail template for the guest editors to invite reviewers which is accessible from the Associate Editor's dashboard. As the guest editors are assigned as associate editors, they can select this mail template to send to the reviewers they want to invited. All personal details of the guest editors, paper and reviewer are filled in automatically by the system:

@@date to be populated upon sending@@

Dear [name of the reviewer],

Manuscript ID (Document not available) entitled "(Document not available)" with (Document not available) (Document not available) as contact author has been submitted to the DH20xx supplementary issue of DSH. Digital Scholarship in the Humanities, which is edited by [name of the guest editors].

We would be very grateful if you could review this manuscript. The abstract appears at the end of this email, along with the names of the authors (as DSH uses single-blind reviewing). Your review will be due within six weeks, although we are able to provide some flexibility if that would be helpful. Please let me know as soon as possible if you will be able to accept this invitation. If you are unable to review, we would appreciate your recommending another expert reviewer. Please click the appropriate link at the bottom of the page to automatically register your reply.

Once you accept the invitation to review this manuscript, you will be notified via e-mail about how to access Manuscript Central, DSH's online manuscript submission and review system. You will then have access to the manuscript and reviewer instructions in your Reviewer Center.

Expert peer reviewers greatly contribute to the high standards of DSH and are essential to putting a special conference issue together. I thank you for considering this request!

Sincerely,

[name of the AE]
Guest Editor
DSH
[email of the AE]

On behalf of the Guest Editors for the DH20xx Supplementary Issue of DSH: [names of the guest editors & EIC].

4. Guest Editors think of a minimum of three potential reviewers for each submission: 1 internal reviewer taken from the guest editors and 2 external reviewers.
5. Guest Editors appoint a lead editor per paper and send EIC an overview [spreadsheet] with the authors, titles and lead guest editor whom will be assigned as an associate editor (AE). Please notice that the AE cannot be a reviewer of the same paper.
6. The AE invites the peer reviewers using the Scholar One System. The system is quite straightforward and self-explicative, and a manual is available in the top right corner of each screen. AE's are not limited to assign people who are already registered in the system and can also create new accounts. Please check whether they are registered or not before doing

so.

7. Peer reviewers submit their review
8. Once the desired amount of reviews have been received, the EIC will draw up a table of the results and suggest a decision (accept, accept with minor/major revisions, reject & resubmit, reject). The AE's confirm or object to the decision and come to a conclusion. AE advices the EIC on a decision on the manuscript, based on these reviews. The EIC will confirm the AE's decision.
9. The EIC communicates the decision to the authors who react appropriately (revise their paper).
10. On submission of the revision, the AE invites the peer reviewers for a second round, followed by a recomendation to het EIC and a communication to the authors.
11. A final decision is cast on the revision by the EIC.
12. Papers are sent to production by the EIC.
13. The Guest Editors upload their Introduction in the DSH online submission system.
14. Papers are published in advance access.
15. The issue is published online.
16. The issue is published in print.