POLICIES AND GUIDELINES FOR FEATURES

Features, regularly published in *Strategies*, consist of a series of interrelated articles with a central or unifying theme that is clearly articulated in each article and that ties the articles together. The theme should be carefully chosen to appeal to the broad range of interests among *Strategies* readers. The content should not include research studies, but rather theoretical and practical articles intended primarily for practitioners at every level.

A feature is generated by an individual or group of individuals, based on a proposal submitted to the *Strategies* editor for consideration by the *Strategies* Editorial Board. The feature requirements will be presented in the following three sections.

Requirements for All Features
- The feature editor must submit a feature proposal (see below) to the *Strategies* editor, who will verify that it meets all the basic requirements and then pass it on to the *Strategies* Editorial Board for review.
- Based on its review, the *Strategies* Editorial Board may accept or reject a proposal outright, or may ask for a variety of modifications (including, but not limited to, adding or deleting an article, combining two articles, or requiring changes to the proposed content of individual articles). The final approval and publication decision rests with the *Strategies* Editorial Board.
- All feature articles must be double-blind reviewed by at least two reviewers.
- The feature editor conducts the blind review, supervises the revision process, and approves the articles before transmitting them to the *Strategies* editor.
- The feature editor may not contribute an article to the feature other than a brief introduction and conclusion as described below.
- The reviewers may not write or co-author an article.
- Authors may not write or coauthor more than one article.
- No more than 50 percent of a feature's contributors (authors and editors) may be affiliated with a single university.
- Although anyone may contribute to a feature (including SHAPE America and association staff, board members, and officers, as well as nonmembers), *Strategies* Editorial Board members who contribute to a feature will be recused from any consideration of the acceptability of the feature.
- Before publication, all authors, including the feature editor, must submit a signed copyright release form provided by the *Strategies* editor at the time of the feature's acceptance.

Feature Editor's Responsibilities

The feature editor selects a theme, develops a comprehensive feature proposal, and submits it to the *Strategies* editor. The proposal should contain the following:

- An overview and purpose of the proposed feature
- A discussion of the relevance, or timeliness, of the feature (i.e., why will the feature interest readers, in what ways will the feature be useful to readers, and to whom will the feature appeal?)
- An outline of the organizational structure and content of the feature, including article abstracts and author vitas

After the proposal is accepted, the feature editor will write an introduction for the feature (three double-spaced manuscript pages maximum). This will typically incorporate material from the proposal's overview, giving the purpose and relevance of the feature. The introduction should explain significant points to the reader and, if necessary, guide the reader through the logical sequence of issues or the ordering of the articles. The introduction could describe why these particular articles were selected, how they relate to the theme, points of similarity or difference between authors, and so on. An introduction that states "the first article deals with...and the second article talks about..." does not explain very much to the reader. The main purpose of the introduction is to unify the feature so it will be understood as one entity rather than as separate or independent articles with no connection.

The feature editor may also prepare a summary for the end of the feature, although this is usually unnecessary. As with the introduction, the summary should be no more than three double-spaced manuscript pages.

The feature editor also prepares and submits the feature as described below.

Preparing and Submitting a Proposal

1. List the name of the feature editor, position and address, telephone number, and email.
2. List the names, addresses, and positions of two or more individuals who have agreed to review the proposed feature articles. Explain how their expertise qualifies them to serve as reviewers.
3. Select authors for each article and include their names, addresses, telephone numbers, email addresses, and positions, along with their abstracts, in the proposal. Be sure to inform authors that publication is not guaranteed.
4. Include an abbreviated vita—no more than one page—for each author as well as for the feature editor. This short vita will give basic biographical, institutional, and position information, and it should briefly discuss the author's competency or background in the topic area. Standard, multipage authors' vitae are not acceptable and will be returned for the feature editor to condense.
5. Submit the proposal via email attachment to the *Strategies* editor.

Feature Editor's Actions After Proposal Acceptance

1. Establish realistic deadlines, working backward from the date the material is expected to be in the *Strategies* office. *Strategies* recommends allowing several months for the writing of the articles, one month for the initial review of manuscripts, and about two months for the revision process.
2. Inform the authors that a signed copyright release form is required and will be sent to them by the *Strategies* editor at the time of an article's final acceptance.
3. Inform the authors that manuscripts should be prepared in accordance with the *Strategies* "Guidelines for Authors."
4. The manuscripts' contents need to be blinded to conceal authorship as much as is feasible before being sent out for review. The electronic files also need to be blinded by deleting the author's name under the "Properties/Summary" window. The file name also should conceal authorship.
5. Send the blinded manuscripts to the reviewers.
6. When the reviews come in they should be compiled into one document for each article with each review numbered. This is best done by copying and pasting the reviews into the new document, thereby concealing the reviewers' identity. The reviews are then sent to the authors with any appropriate comments you wish to make (e.g., you may have to resolve conflicting recommendations from the reviewers).
7. When revised manuscripts come in, verify that the reviewers' concerns were appropriately addressed. In some cases, additional revision by the author, or edits by you, may be needed.
8. Solicit photographs or artwork from authors or other free sources to illustrate the articles. *Strategies* typically does not use photographs of authors. Photographs should be sharp and show persons in action when possible. Digital photos need to have a resolution of 300 dpi/ppi. If they have a lower resolution, then they need to be of sufficient size to be scalable to 300 (e.g., a 10 x 10 photo at 72 dpi would scale to 2.5 x 2.5 at 288 dpi). Digital photos for cover use need high resolution and a large size (8.5 x 11 inches). Photos may be sent as attachments in a series of emails to the *Strategies* editor. Photos should be sent in native files (preferably JPEG), not embedded in text files. Information about the shot and the photographer's credit should accompany each photo.
9. Keep the *Strategies* editor informed of progress throughout the feature's development. The editor will be glad to assist if needed.

Submission of Final Materials

1. Each article should have its own named digital document.
2. Send feature materials to the *Strategies* managing editor by the established deadline. All manuscripts received from the feature editor are subject to a final review by the *Strategies* editor, who will send authors the acceptance letter and a copyright release form. Occasionally, a manuscript may be rejected for extraordinary reasons (such as scholarly lapses), subject to adjudication by the *Strategies* Editorial Board.
3. Inform the *Strategies* editor of the recommended article sequence. Decisions about use of photographs and artwork will be made by the editorial staff based on budget, space, and design considerations.
4. Write to all authors informing them of the disposition of their manuscripts (prospective date of publication, etc.) and thanking them for their contribution.
5. No feature will be scheduled for publication until all its elements are received by the *Strategies* editor.

Recognition

Although feature editors are not reimbursed, their work is recognized as a significant contribution to the profession. Feature editors who would like to have their contribution acknowledged in a letter written by the chairperson of the *Strategies* Editorial Board should provide the *Strategies* editor with the name and address of their dean, department chairperson, or other supervisor.