

Caucasus Analytical Digest (CAD)

Guidelines for special editors (as of June 2019)

The Caucasus Analytical Digest (CAD) (ISSN 1867 9323) is a bi-monthly English-language peer-reviewed internet publication offering expert analyses of the political, economic, and social situation in the three South Caucasus states of Armenia, Azerbaijan and Georgia within the context of international and security dimensions of this region's development. The main audiences in addition to the academic community are policy-makers, business people, journalists and the interested public.

The CAD is distributed free of charge as pdf-file by e-mail. All issues are also archived on the internet at <http://www.css.ethz.ch/en/publications/cad.html> and <http://www.laender-analysen.de/cad/>. The latter website offers indices by author and topic.

The CAD is jointly produced by the Research Centre for East European Studies at the University of Bremen, the Center for Security Studies (CSS) at ETH Zurich and the Caucasus Research Resource Centers (CRRC).

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Proposing an issue

For each issue, there is one special editor who is an expert on the respective topic and who is in charge of revising the contributions with special regard to the content and ensuring the coherence, quality and timeliness of the issue. This person can be a member of the editorial board or an external expert. The special editor is appointed by the CAD editorial board.

The special editor proposes two to four authors and a short concept for the issue. In consultation with the corresponding editor of the CAD the special editor indicates deadlines for the issue's publication and for the receipt of the authors' contributions. The proposal for the issue has to be submitted to CAD editorial board for approval. Approval of a special issue proposal does in no way guarantee acceptance of the special issue or of any of its contributions.

Organising an issue

The special editor contacts the authors, sends them the authors' guidelines and informs them about the deadline for their contributions. He keeps the CAD corresponding editor updated about the authors' answers. If a proposed author cancels participation or if a contribution is rejected in the peer-review process, the special editor can suggest a replacement and contacts the alternative author (if any) following approval by the CAD editorial board.

The special editor is responsible for keeping the deadlines agreed with the authors and with the CAD editorial board. The special editor informs the CAD corresponding editor immediately if any delays occur.

The compilation of a data section (if suitable), is coordinated by the special editor and the CAD corresponding editor. The special editor writes a short introduction (usually half a page) to the issue. It should introduce the topic and highlight important links between the individual contributions.

After receipt of the contributions, the special editor sends the complete input for the issue to the CAD corresponding editor for fast-track peer review and language editing. The special editor communicates the results of the review back to the authors and, if required, asks the authors for revisions. He sends the revised version back to the corresponding editor. The CAD corresponding editor may submit revised contributions to a repeated peer review. If the issue is accepted for publication, the special editor submits a short summary of the issue, which will be published on the cad website. The special editor usually writes a brief introduction to the issue, which will be published on the second page of the issue.

Unfortunately, the Caucasus Analytical Digest is no longer able to pay any remuneration to special editors.