Sociology of Race and Ethnicity Frequently Asked Questions
2018

General FAQs

● What is an “Impact Factor?”

An Impact Factor is the yearly average number of times an individual article in a journal is cited in published over a three-year period. For more see https://clarivate.com/essays/impact-factor/

● Does SRE currently have an Impact Factor?

The first issue of SRE was published in January of 2015. After three full years of publishing in SRE (December 2017), we have been working with Sage to begin the application process for SRE’s first impact factor. We hope that the impact factor for SRE will be available by the start of 2019.

● Does SRE currently accept proposals for special issues?

The concept of a special issue is not something that SRE has done in the past, nor is it something we are planning to do in the near future. However, the issue of whether or not SRE will do special issues is currently one of the issues on the table for SREM Publications Committee to consider.

FAQs for Authors

1. I have switched jobs since the first submission/revision, is it possible to edit my contact/affiliation information?

Yes. You can do this at any point during your submission/revision. After you log onto ScholarOne, click on your name located on the toolbar at the top of the page. You will have three options: “Email/Name”, “Address”, and “User ID & Password”. From there, decide what piece of information (e.g., your email address) needs to be updated and click accordingly. See image below.
2. Once I have submitted a paper to SRE, how long should I wait until emailing the editors about my manuscript?

As a submitting author, you can email the editors at any point in the process - this is your right, after all, it is your manuscript. Typically, however, it usually takes up to three months for a first decision.

3. What is the timeline for a first decision?

On average, first decisions in 2017 were rendered in 11.4 weeks. However, this varies from manuscript to manuscript. Editors are allotted approximately two weeks to select reviewers, which can sometimes take longer than two weeks if it becomes difficult to secure reviewers who are willing to review. Each reviewer then gets seven weeks (six weeks for pedagogy manuscripts) to submit their review. Afterwards, the editor assigned to your manuscript will render a final decision in consultation with the reviewers, typically two to four weeks after the all reviews have been submitted.

4. How long does the EIC wait until they make a decision using two reviewers?

At SRE we very much wish to render decisions based on three full and constructive reviews. However, sometimes, this is simply not possible. While, we try very hard to minimize this reality, sometimes we must render a decision on two reviews. The times vary here, but typically we try to render a decision within a couple weeks after it is clear that a third review will not be forthcoming.

5. I am still awaiting reviewer scores. What does this mean? And what can I do to move the paper along on my end?

Awaiting reviewer scores means 1-3 reviewers have not yet turned in their review. You are always welcome to suggest reviewers, but we may or may not use them.

6. Manuscript Central still has my paper listed as waiting for reviewer assignment. What does this mean? And what can I do to move the paper along on my end?

Know that Manuscript Central will continue to list your paper as waiting for reviewers so long as fewer than three reviewers have accepted to review your paper. For example, if your paper is currently being reviewed by two reviewers who have accepted to review, Manuscript Central will still list your paper as needing to be assigned reviewers until a third reviewer agrees to consider your paper. Unfortunately, there is not much we can do on our end to get folks to agree to review.

7. After three (or in rare cases two) reviews have been turned in, how long does it take for the EIC to render a decision?

After all reviews have been turned in, the EIC assigned to your manuscript takes about 2-4 weeks to make a decision in consultation with the reviewers.
8. May I have an extension on my revisions?

*We understand that unforeseen circumstances may occur that prevent you from turning in your revisions on time. That being said, we are unlikely to give extensions in the majority of cases that request them.*

9. What happens to my manuscript if it becomes too difficult to secure a third reviewer?

*In the rarest of circumstances when we cannot secure a third reviewer, we work with the two reviewers who have already submitted their reviews to make a first or final decision.*

10. What are the ethics regarding suggesting reviewers for my manuscript? What about suggesting that certain scholars do not review my manuscript?

*You may certainly recommend reviewers (or those who you wish will not review your manuscript), but we may or may not use these suggestions.*

11. Is it possible to send edits after the managing editor has sent my published manuscript to SAGE?

*No. Once a manuscript has been sent to SAGE, SAGE takes about 2-4 weeks to contact the author and the assistant managing editor for one final round of copy-edits. Once you receive that email, that is your last opportunity to make (small) copy-edits to the article.*

12. My published article is on Online First but has yet to be published in print. Am I allowed to make edits (like affiliation changes)?

*No.*

**FAQs for Reviewers**

13. How many weeks do I get to submit a review?

*Reviewers get seven weeks for original manuscripts and six weeks for our pedagogically-themed manuscripts.*

14. May I have an extension on my review?

*We prefer that reviewers do complete their review within the seven weeks provided. If you foresee that you will need an extension, we certainly would be interested in discussing this with you. Email the managing editor or editors.*

15. Why do I keep getting reminders for an invitation to review if I have already declined the invitation?
If you log into ScholarOne, you will see the article you were invited to review is still on ScholarOne. Please click on Invitations. Under the ‘Action’ column, scroll to and click on the “Decline” option. (see image below)

16. I want to be a reviewer but am unable to serve between time X and time Z. Is there a way I can indicate this on Manuscript Central?

Yes. Step 1 (Image 1): After you log into ScholarOne, click on your name and scroll to and click on “User ID and Password.”

Step 2 (Image 2): You will see a section labeled “Unavailable Dates.” There you can select the timeframe in which you are unable to review. You may also enter a reason explaining why you will be unavailable.
17. Are there guidelines that would give me a better sense of the type of review SRE would like to receive from reviewers?

Yes. Guidelines for Sociology of Race and Ethnicity reviewers can be found on our SAGEtrack site http://mc.manuscriptcentral.com/sre under "Instructions and Forms." Additionally you may also go to our SRE SAGE Publishing website and scroll down to “Reviewer Guidelines”:

18. What is a constructive review?

At SRE, we believe that reviews of manuscripts should always serve to make the paper the best that it can be. Often times reviews are unprofessional, mean-spirited, and/or overall destructive to this goal.

19. Should I include a decision on whether to publish a paper I reviewed in my comments to the author(s)?

No. You should never, in any review setting, include your decision thoughts within the text of the review itself. Most submission systems have a location for your decision outside of the review itself.

20. How do I set up my reviewer account?

You use the same account you would use to submit a manuscript to review papers as well.