

Editorial Board Meeting of Frontiers of African Diaspora Studies

A Memorandum

Subject: Review of the Inaugural Issue and Planning for the Second Issue of 2026, with Implementation of the Updated Editorial and Proofreading Guidelines

Date: October 6, 2026

Attendees: Editorial Board, Editorial Office Staff

Chair: Huijuan Tan

Recorder: Beilei Li

I. Meeting Overview

The editorial team of *Frontiers of African Diaspora Studies* convened an editorial board meeting to review the publication of the journal's inaugural issue, deliberate on the planning of the second issue, and implement the updated editorial and proofreading guidelines. The meeting aimed to take stock of the journal's initial experience, refine its editorial practices, and coordinate forthcoming work.

II. Review of the Inaugural Issue

The meeting opened with a review of the preparation and publication of the inaugural issue. The editorial team identified areas for improvement and considered ways to further enhance the journal's academic quality, editorial efficiency, and overall presentation.

III. New Editorial Policies and Proofreading Guidelines

1. Reference Linking and DOI Compliance

From the first issue after DOI registration, all references must include DOI links where available.

DOI URLs must be hyperlinked, blue, and underlined; no punctuation may follow the DOI URL.

DOI links must be verified against the article landing page before publication.

Priority should be given to references with DOIs and to Scopus/WOS-indexed sources; references without DOIs and theses/dissertations should be minimized.

2. Citation Requirements in Author Correspondence

Authors should be encouraged to cite 1–2 articles from this journal, 1–2 articles from HIEP-affiliated journals, and 1–2 Scopus-indexed articles.

Correspondence with authors must be concise, professional, and prudent.

3. Submission and Peer Review Workflow

All submissions must be logged in the central spreadsheet and forwarded to the Editor-in-Chief before external review results are communicated.

Accepted or revise-and-resubmit decisions must be returned within one week.

Poor-quality or non-compliant manuscripts may be handled by the editorial assistant at their discretion; uncertain cases must be referred to the Editor-in-Chief.

Reasons for rejection will not be provided.

Group submissions must be processed together and noted with the organizer's name; acceptance status must be recorded in the remarks.

4. Front Matter and Metadata

Manuscripts must include Chinese/English titles, abstracts, keywords, author biographies, funding statements, conflict-of-interest statements, ORCID iDs, and references.

Received, Revised, Accepted, Published online, and Print published dates must be accurate, sequential, and verifiable.

Month abbreviations must follow the journal's standardized table.

5. References and Citation Style

Chinese and English references must be listed separately; English references require DOI hyperlinks where available.

References should be sorted according to the prescribed order; author names should be written in full.

Theses/dissertations and textbooks should be cited cautiously; if unavoidable, they should be placed in footnotes.

Book reviews and interviews should include at least five references.

6. Typesetting, Pagination, and Production

Use Word for typesetting; WPS is not recommended.

Page setup, margins, header/footer distances, font types, line spacing, and page dimensions must follow the updated template.

Headers and page numbers must follow the specified odd/even and first-page rules; the final page must be an even page.

Final PDFs must be checked for DOI functionality and formatting consistency.

7. Production Schedule and Author Communication

Issues are published no later than June and December each year.

One print copy will be mailed to authors; electronic versions are available on the journal website.

Standard response to publication-timing inquiries: typically the first or second issue of the current year.

Expedited publication requests may be noted for editorial consideration but should not be communicated to authors.

Action item: All staff must complete training on the updated guidelines by October 2026.

IV. Planning for the Second Issue

The team discussed and finalized the preliminary column structure and thematic framework for the second issue:

Planned sections include a special column on African speculative Imaginaries and Ethical Perspectives on African and African Diasporic Literature, and other sections addressing emerging topics in African Futurism and Afrofuturism.

The new issue will continue to explore interdisciplinary perspectives and present diverse approaches to the study of African and African diasporic cultures, literatures, histories, and intellectual traditions.

Particular attention was devoted to the standardization of the peer-review process and manuscript quality control, with the aim of establishing a more consistent and transparent workflow for submission, review, revision, and final editorial decisions.

V. Publicity, Distribution, and Dissemination

The meeting also addressed post-publication publicity, distribution, and dissemination. The team discussed strengthening the journal's online presence and developing more effective channels for promoting new issues and broadening the circulation of published scholarship.

VI. Conclusion and Follow-up

Finally, the editors reviewed the challenges currently confronting the journal and assigned responsibilities for the next stage of work. The meeting served to consolidate the experience of the inaugural issue, chart a clearer roadmap for the second issue, and further reinforce the journal's editorial and organizational foundations.

Key follow-up items:

All staff to complete training on the updated editorial and proofreading guidelines by October 2026.

Editorial team to finalize manuscript solicitation and peer review for the second issue, in line with the new column structure.

Editorial Office to strengthen online promotion and dissemination channels for forthcoming issues.