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## JOURNAL GUEST EDITOR GUIDELINES FOR SPECIAL ISSUE

Special Issue (SI) contains collections of papers on a specific topic. They are compiled by a Guest Editor who is responsible for the selection of contributions to a special issue.

There are two kinds of Special Issues:

- Those which gather a selection of papers from a conference or a workshop, and
- Those which are devoted to an important topic of interest.

The Special Issue is typically composed of 8-12 papers and fills about 150 journal pages. Submitting an SI proposal consists of writing a draft of the call for papers or a statement describing the scientific event on which the SI is based and the mode of selection of the papers. These proposals must be approved by the Editors-in-Chief (EIC), who may request assistance from a suitable Editorial Board (EB) member to assess the SI's appropriateness. The Special Issue Proposal Form can be downloaded here:

<http://gvschoolpub.org/journals/downloads/GVSchoolPubSIForm.pdf>

The following sections are sets of guidelines for guest editors.

### 1. Guest Editor's General Role

- Guest Editors should use the 'call for papers' to send to invited authors. This call for papers must include a rationale for the Special Issue, keywords for relevant topics, and a schedule for the refereeing process.
- If Guest Editors receive more high quality refereed and accepted papers than would fill a double issue, please let the Editor-in-Chief know to discuss the possibility of another special issue in the journal or a further special issue in a different, relevant GV School Publication journal. If a different journal is proposed, the Guest editor must contact each author to advise him/her of the reasons, and to seek his/her explicit consent. Under no circumstances should a paper be published in a different journal without the prior written consent of the author.
- Guest Editors can choose referees to help them, as they wish, from experts in the subject of the special issue. Since the refereeing process is a blind one, Guest Editors can also use some of the authors as referees if they have problems in appointing enough referees.
- An example of a *timetable* for editing a special issue is as follows. Allow:
  - **2-3 months** for invited authors to submit the first draft of their papers;
  - **1-2 months** for the refereeing process and to inform the authors of the outcome of the refereeing process and of any changes requested by the referees

- **1 month** for authors to resubmit to Guest Editors the final manuscript of their papers after incorporating any changes requested by the referees

## 2. Manuscript Preparation and Submission

Authors should submit paper with about 10 pages ~ 18 pages by using SI online submission system of the journal.

The author should prepare the manuscript following the instructions in the paper format:

[http://gvschoolpub.org/journals/downloads/GVSchoolPubPaperFormat\(MS-Word\).docx](http://gvschoolpub.org/journals/downloads/GVSchoolPubPaperFormat(MS-Word).docx)

## 3. Review Process

1. The Guest Editor handles the paper review.
2. Each submission to the Special Issue must be refereed by at least three independent referees. The Guest Editors select the three suitable referees to review a selected or invited paper to the Special Issue. Papers authored or co-authored by Guest Editors or by authors from the Guest Editor's institution must be sent to the Editor or relevant Associate Editor responsible for Special Issues (if one is available) who will arrange for the paper(s) to be refereed independently.
3. A referee reviews a paper submitted for the SI, and sends the completed "manuscript review form" to the Guest Editors (the form can be downloaded here:  
[http://gvschoolpub.org/journals/downloads/GVSchoolPubPaperFormat\(MS-Word\).docx](http://gvschoolpub.org/journals/downloads/GVSchoolPubPaperFormat(MS-Word).docx) )
4. Based on the results of the paper review, the Guest Editor makes the editorial decision by filling in the "editorial decision form" for each selected or invited paper to the Special Issue.
5. The Guest Editors sends the review results (i.e. received review forms) and the editorial decisions (i.e. completed editorial decision forms) to the corresponding Editor-In-Chief.
6. The corresponding Editor-In-Chief endorses the Special Issue, and informs the Guest Editors, who notifies the authors accordingly.
7. The accepted papers are sent to the in-house editor who will handle the editing, proof-reading, and production of the SI.

## 4. Publication Process

When Guest Editors have the *final manuscripts* of all the refereed and selected papers for the special issue they should send a copy of all the papers and referees' comments to the Editor-in-Chief for his or her review. The Publisher reserves the right to make a final review, i.e. *final acceptance of the papers is subject to this final review process which is a part of the publisher's quality assurance process before publication*. The Editor-in-Chief will provide details of where to send the papers for typesetting.

The final manuscript of each selected paper should include:

- Title of the paper, names of authors, their affiliations, complete addresses and e mail addresses.
- The name, address, email address and fax number of the corresponding author to whom the proofs of the typeset paper should go to for checking.
- A brief abstract.
- Keywords.
- Brief biographical notes about authors.
- High quality and high resolution figures capable of printing high quality figures in black and white.
- Each paper must have the GV School Publication Author Agreement (Copyright form) completed by the author. If a paper has more than one author each author must sign a Copyright form of their own. It is not acceptable for one author to sign on behalf of all authors. As per above, papers will not be processed unless accompanied by a signed Copyright form from each author. The form can be downloaded from the website at:

<http://gvschoolpub.org/journals/downloads/GVSchoolPubCopyrightForm.pdf>

If papers have been refereed and accepted and sent for typesetting, the authors have to abide by what they have written; no further changes are acceptable in:

- *author's details (e.g. adding more names or deleting names) or in their sequence*
- *The content of the paper (except for typesetting corrections)*

If authors wish to make changes to content, then the paper has to be *withdrawn* and must go back to be refereed as a new paper. If there is any dispute about authorship or intellectual property, the paper must be withdrawn completely from publication until the authors settle their legal claims. It is not the publisher's responsibility to solve or interfere in any intellectual property dispute.

## 5. Typesetting

When the papers for the special issue are accepted by the final review process, the papers are processed for *typesetting* and all the succeeding publication processes will be conducted by the publisher.

The corresponding author of each paper will receive by email the proofs of his/her paper to check. He/she must return the corrected proofs within *seven days* in order to avoid any delays in publishing the special issue. If we have not received a response by then, we will contact Guest Editors to help chase the author for a reply.

After having their corrections incorporated by the typesetter, the proofs will again be sent to authors to check and to ensure that all their corrections are included. *It is the responsibility of authors to check and correct the proofs of their papers.* Papers cannot be published until they are checked and approved by authors. And *papers cannot be amended once they are published*, except in very exceptional circumstances, so authors should take great care in approving the final version for publication.