

Guest Editor Pack

Guest Editor Guidelines for Special Issues using the online submission system

Online submission

- All papers must be submitted via the Inderscience online system. Guest Editors will be asked to supply their full contact details along with the title of their proposed special issue in order for them to be registered with the online submission system. Guest Editors will be provided with login details and instructions to guide them through the system.
Calls for papers must direct authors to submit their papers online by registering at <http://www.inderscience.com/ospeers/authorregister.php> and following the onscreen instructions

1. Quality

- Online submissions will be screened by the system to filter viruses, malicious, erroneous and unsuitable data. Those which pass this initial screening stage *must* be double-blind refereed according to our strict standards. Papers should preferably be allocated to 3 referees (2 minimum) and must be amended according to their comments. If one referee accepts the paper and one rejects it, the decision of the third referee is final. The system will retain the referees' reports. The publisher reserves the right to re-referee and/or reject an accepted paper if it does not meet the criteria outlined in the review form or if the paper is otherwise deemed possibly unsuitable.
- Also, there must be a balance of papers internationally and topically, and account must be taken of the status and credibility of the research centres from where the submitted papers are accepted and published.
- It is also essential to ensure that papers submitted from the Guest Editors' institutes or research groups or from the Guest Editors themselves, as authors, are refereed and accepted independently and that the referees are not appointed by the Guest Editors. Therefore, such papers should be referred to the Editor-in-Chief so that independent refereeing can be arranged.
- Although Guest Editors should encourage the citation of papers from the journal; please be aware that Thomson Reuters monitors self-citation. It is acceptable for research to have up to 20% of "self-published" citations. This means that, in an issue, as long as no more than 20% of citations overall are references to articles from the journal, the practice is allowable. If, however, editors are overzealous and self-citation is utilised too heavily, TR may blacklist the title.

2. Conference papers

It is not unusual for papers to be submitted that are based on conference papers, which may have been published elsewhere. They require special care. It is important to observe the following in considering submissions based on them:

- The submitted paper must have been substantially revised, expanded and rewritten so that it is significantly different from the conference paper or presentation on which it is based. The author should upload the original conference paper as a supplementary file to enable the Guest Editor(s) to make a comparison. Before final acceptance, Guest Editors should be satisfied that the paper is sufficiently different to make it a new, original work. This is unlikely to be the case if less than 50% of the paper is clearly new. This is a matter of judgment that should be based on a comparison of the submitted paper with the original conference paper.
- All such papers should be subject to the same review process as any other submitted paper.
- Please include the statement *'This article is a revised and expanded version of a paper entitled [title] presented at [name, location and date of conference]'* in the online system when you submit your paper, using the "Notes for the Editor" field.
- Because of past problems, it is a further requirement that if the original conference paper on which the extended paper is based has been published elsewhere, or its copyright has been assigned to the conference organisers or another party, Editors should ensure that the authors have cleared any necessary permissions with the copyright owner. Articles cannot be accepted, post-review, for publication unless such written permissions have been provided along with Author Copyright Agreement forms.
- Also, selected papers may only appear on the web as part of any freely-available proceedings or the like if they are the author's original (prior to peer review) or accepted (but not corrected, i.e. not the proof) manuscript.

3. Editorials

Guest Editors may include an Editorial or Preface giving a brief outline of the topic of the special issue and a summary of the contents: this should not generally exceed three pages and should be emailed to the appropriate Journal Manager and the Editor of the journal.

4. General remarks

The following general remarks may help Guest Editors in editing the special issue.

- Guest Editors should use the 'call for papers' to send to invited authors. Experience shows that many of the high quality papers are often received in response to direct invitations
- Guest Editors should appoint a panel of referees to help them in their task who must be added to the reviewer database on the online system, bearing in mind the comment above concerning papers authored by Guest Editors or by members of Guest Editors' research groups.
- Guest Editors can invite other Co-Guest Editors to help them in their task, if they wish.
- Both general and special issues should not have more than one paper submitted by an author, unless there is a very strong reason for that.
- The average **size** of a special issue is about 100-112 typeset journal printed pages (approx. 165 A4 pre-typeset pages) for a single issue or about 200 typeset printed journal pages (approx 300 A4 pre-typeset pages) for a double issue. As a rough rule of thumb, one of our regular size journal pages has 600 words [3500 characters], and an A4 size page has 800 words [5600 characters]. At this stage there are no restrictions on the size and number of high quality papers accepted for publication in the special issue. However, if Guest Editors would like to publish 12-15 papers, for example, they need to invite at least 30 experts to write papers for the special issue. It is preferable to have special issues published as single, since subscribers and the citation services prefer single issue sizes to a double issue size. However, if Guest Editors have a large number of high quality papers refereed and accepted for publication, they must contact the Editor and/or Inderscience to discuss publishing a large single issue, a double issue or more than one special issue if necessary.
- 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 Inderscience 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.
- Guidelines for authors and sample papers, as well as information about the refereeing process and other relevant journals, are available on our website: www.inderscience.com/guidelines.
- 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:
 - 3-4 months for invited authors to upload the first draft of their papers;
 - 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
 - 2 months for authors to upload the final manuscript of their papers after incorporating any changes requested by the referees

5. Review, typesetting and publication processes

a) Review Process

Only good and relevant papers should be processed and sent to referees (we do not want to waste the time of the referees by sending poor or marginal papers to them).

Send every paper which is suitable to be refereed to three experts.

Since the refereeing process is a blind one, Guest Editors can use some of the authors as referees if they have problems in appointing enough referees.

In general, after the author has uploaded the revised article implementing the reviewers' recommendations from the first round review, the decision of the Guest Editor to end the review process or request a further round of reviews would be based on the following six scenarios:

1. The article should be **REJECTED** if at least two of the reviewers have rejected the article. There is no need for further reviews. Inderscience's Editorial Office carries out a quality assurance process and will question submissions that were accepted by the editor in spite of the fact that they were rejected by more than one reviewer.
2. The article should be **ACCEPTED** if at least two of reviewers have accepted the article and have given marks of Honours or Good in some of the ratings.
3. If one or more reviewers accept the article with **MINOR REVISIONS**, the article should be sent to the author for changes and, once they are made, the Guest Editor can review the uploaded revised version and recommend to accept the submission if he is happy with the changes made. There is no need to send the revised version to the reviewers for further rounds of review.
4. If one or more reviewers accept the article with **MAJOR REVISIONS**, the article has to be sent to the author for revision and the revised version has to be sent to the reviewers again for their final decision to accept or reject the article. The article cannot be accepted until the reviewers who have requested major revisions have agreed with the changes and recommended acceptance of the article.

5. If one reviewer accepts with major revisions, one with minor revisions and the third reviewer does not reply, the article should be sent to the author to revise and the revised version should be sent to the reviewer who requested major revisions for a final decision to accept or reject. The article cannot be accepted until the reviewer who requested major revisions has agreed with the changes and recommended acceptance. Sending the revised article to the reviewer that suggested minor revisions is optional, as the Guest Editor is allowed to use his own judgment to decide whether the author has implemented the minor revisions requested by the reviewer.
6. If one reviewer accepts the article, one rejects it and the third one does not reply, then the Guest Editor must replace the third reviewer with a new reviewer to supply a final decision to accept or reject.

The resolution of other scenarios is left to the discretion of the journal's Editor in Chief.

NOTE: Each time an author is asked to implement reviewer recommendations and upload a revised version, the system instructs the author to append his reply to each of the comments made by the reviewers to the beginning or in the first pages of the revised version. The author is also always instructed not to include any identification in his revised versions. However, the Guest Editor is expected to check each revised version uploaded in case author replies were not included and/or identification (e.g. author names, addresses, etc) has been added. If the Guest Editor finds any of these problems, he should ask the author to re-upload a revised version before asking reviewers to carry out further reviews.

If/when their paper is accepted for publication authors will be required to sign and upload an Author Copyright Agreement form, assigning copyright of their paper to the Publisher. <http://www.inderscience.com/www/authoragree.pdf>. If the paper has more than one author each author can sign the same Author Copyright Agreement form. However, it is also acceptable for individual authors to sign a separate agreement form. Author Copyright Agreement forms are available on the website as a part of guidelines for authors. Papers cannot be published unless a signed Author Copyright Agreement form from each author, assigning the copyright of papers to the publisher, has been received.

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 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.

N.B. 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 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.

b) 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 fourteen 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.