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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 in charge of selecting submissions for a special issue.

There are two kinds of Special Issues:

- Those who gather a selection of papers from a conference or a workshop, and
- Those that focus on a specific area 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://gvpress.com/journals/downloads/GVPressSIForm.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 notify the Editor-in-Chief to address the possibility of a second special issue in the journal or a special issue in another related GV Press journal. If a different journal is proposed, the Guest editor must contact each author to explain the situation and obtain their explicit consent. A paper can never be published in a separate journal without the author's written permission.
- 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 their paper through email at submission@gvpress.com.au which should be between 10 and 18 pages long.

The author should follow the instructions in the paper format when preparing the manuscript:
[http://gvpress.com/journals/downloads/GVPressPaperFormat\(MS-Word\).docx](http://gvpress.com/journals/downloads/GVPressPaperFormat(MS-Word).docx)

3. Review Process

1. The Guest Editor handles the paper review.
2. At least three independent referees must review each submission for the Special Issue. The Guest Editors choose three suitable referees to review a paper that has been chosen or invited for the Special Issue. Papers written or co-authored by Guest Editors or writers/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 independent refereeing.
3. A referee evaluates a paper for the SI and submits the "manuscript review form" to the Guest Editors (the form can be downloaded here:
[http://gvpress.com/journals/downloads/GVPressPaperFormat\(MS-Word\).docx](http://gvpress.com/journals/downloads/GVPressPaperFormat(MS-Word).docx))
4. Based on the results of the paper review by filling out the "editorial decision form" for each chosen or invited paper to the Special Issue.
5. The Guest Editors send 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 forwarded to the in-house editor, who will oversee the SI's editing, proofreading, and output.

4. Publication Process

When the Guest Editors have received the final manuscripts of all the refereed and selected papers for the special issue, they should submit a copy of all the papers, as well as the referees' comments, to the Editor-in-Chief for review. The Publisher reserves the right to conduct a final review, which means that final approval of the papers is contingent on the results of this final review, which is part of the publisher's quality assurance process prior to publication. The Editor-in-Chief will determine where the papers should be sent for typesetting.

The final manuscript of each selected paper should include:

- Title of the paper, names of authors, their affiliations, complete addresses, and email 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.
- The author must complete the GV Press Author Agreement (Copyright form) for each paper. If a paper has more than one author, each one must sign their own Copyright form. It is not acceptable for one author to sign on behalf of all other authors. As previously noted, papers will not be processed until each author signs a copyright form.

The form is available for download at:

<http://gvpress.com/journals/downloads/GVPressCopyrightForm.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 intend to make content adjustments, the paper must be removed and resubmitted for refereeing as a new paper. If there is a legal conflict about authorship or intellectual property, the paper must be withdrawn from publication entirely until the authors settle their legal claims. Any intellectual property dispute is not the publisher's duty to resolve or intervene in.

5. Typesetting

When the final review process accepts the papers for the special issue, they are typeset and the publisher handles the rest of the publishing process.

Each paper's corresponding author will receive proofs of his or her paper via email to review. To prevent any delays in the publication of the special issue, he/she must return the corrected proofs within seven days. If we haven't heard back by then, we'll reach out to Guest Editors for assistance in getting a response from the author.

After the typesetter has added their corrections, the proofs will be submitted to the authors to double-check and ensure that all of their corrections have been included. The authors are responsible for checking and correcting their papers' proofs. Papers cannot be published until they are checked and approved by authors. And, with the exception of extremely rare cases, papers cannot be revised after they have been published, so authors should take great caution when authorizing the final version for publication.