

## GUIDELINES FOR SPECIAL ISSUE

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### \* **Selection of Papers for the Special Issue**

The Guest Editors are responsible for the selection of the manuscripts for the special issue. This selection should be based on scientific quality of the papers and the topic of the paper should clearly fall within the scope of the special issue. The final selection should form a coherent and complete set of papers.

### \* **Peer Reviewing Process**

The task of the Guest Editor(s) is to take care of the strict peer-reviewing process, which is essential to ensure that only quality papers are published.

- ◆ Each paper must be reviewed by at least two international specialists (three in case of doubt). The Guest Editor must provide explicit recommendations for revision to authors, and ensure that revision is in accordance with their recommendations and the reviewers comments.
- ◆ If major revision is asked for by one of the referees it **MUST** be reviewed again by at least one referee.
- ◆ The referees are the choice of the Guest Editor.
- ◆ Guest Editors should **NOT** be involved as (first) author for multiple manuscripts included in the special issue.
- ◆ The number of contributing authors who are also used as reviewers should be severely limited.
- ◆ In order for the responsible Editor-in-Chief to make informed decisions, he **MUST** see **ALL** relevant correspondence made between the Guest Editor and the author.
- ◆ It is mandatory for Guest Editors to provide copies of **ALL** relevant review correspondence, **PLUS** a summary of the review procedure clarifying the reasons for their (positive) recommendation
- ◆ Invitation to publish as part of a thematic set is not a guarantee of publication. Strict peer review standards will apply and the Editor-in-Chief will arbitrate if necessary.

### \* **Time Schedule**

It is recommended that you establish a time schedule and inform contributing authors of deadlines for the submission and revision of manuscripts, etc. The deadlines will be strictly adhered to – including seriously late papers (especially in revision). This ensures that the project is not delayed too much. Please inform/update your contact person at Elsevier and inform him/her of the status/timing of the project regularly. The time schedule for submission, review and receipt of papers at Elsevier, which you initially agreed upon with Elsevier, must be adhered to. Changes in the time schedule are possible, if mutually agreed upon. Projects which have been severely delayed risk rejection in the final evaluation stages.

Guest Editors should not delay too long awaiting the last difficult papers. Authors should be informed of a detailed time schedule in advance, and those papers which are not delivered in time can eventually be published in a regular issue of the journal - assuming that the Editor-in-Chief approves publication.

### \* **Number of articles**

The number of articles should be generally 25-30 papers whose individual lengths average about 15 to 20 pages.

### \* **Checklist**

When the Special Issue is accepted by the Editor-in-Chief, please ensure you send us the following information:

- ◆ sequence of papers
- ◆ names, complete address, fax, telephone and e-mail numbers of all (corresponding) authors and Guest Editors
- ◆ logo or sponsorship information (if necessary)
- ◆ name, date and place of conference where papers were presented (if necessary)
- ◆ all relevant reviewers/authors comments (+ Guest Editors summary and recommendation) including list of reviewers per mss.
- ◆ Guest editorial/Introduction to the thematic set (uploaded in Electronic Submission System (EES)).

### \* **FINAL ACCEPTANCE by Editor-in-Chief**

The complete set of final manuscripts, accompanied by all the required information, will be evaluated by (one of) the Editor(s)-in-Chief of the journal, who makes the final decision on acceptance of manuscripts in consultation with the Guest Editor. Guest Editors are requested to ensure that authors are informed that their manuscript has been recommended for publication. **MANUSCRIPTS CAN NOT BE ACCEPTED FOR PUBLICATION BEFORE THEY HAVE BEEN SUBJECTED TO A FINAL EVALUATION BY THE EDITOR IN CHIEF.**

### \* **Free Reprints, Free Copy and No Page Charges**

Each corresponding author will receive 25 free reprints of his/her manuscript as well as a complimentary copy of the issue. We do not have page charges.

Each Guest Editor will receive 5 (five) complimentary copies of the special issue.

### \* **Proofs**

All first or corresponding authors will receive galley proofs for checking. Please note that if, in your task as Guest Editor, you are interested in receiving all, or part of, the galley proofs of the papers in the special issue, you should give Elsevier advance notification of your wish.

### \* **Colour**

Colour on the web is gratis, colour in the printed version of the journal is subject to the following charges. Euro 350 for the first figure and Euro 175 for consecutive figures. Authors must indicate which figures should be published in colour in the printed version, and that they are willing to cover the costs involved.