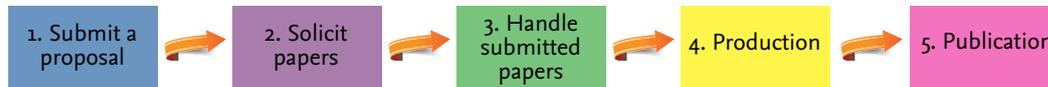


Guest Editor Guide

A Guest Editor will typically follow these five steps for publishing a Special Issue:

- Submitting a proposal
- Soliciting papers
- Handling submitted papers
- Production
- Publication



I: Submitting a proposal

Introduction

Researchers interested in guest-editing a Special Issue with an Elsevier journal should submit a proposal to the Editor-in-Chief of the journal. In submitting a proposal Guest Editors should take the following steps:

1. Prepare a proposal

The proposal should give the Editor-in-Chief an overview of the aims and scope of the Special Issue, which will enable the Editor to judge if the Special Issue will be suitable for the journal.

A format for proposing Special Issues can be found here:

- [Conference Special Issue proposal form](#)
- [Thematic Special Issue proposal form](#)

2. Select a suitable journal

To select the journal in which you wish to publish your Special Issue, please visit, <http://journalfinder.elsevier.com/>

3. Submit the proposal

Proposals can be sent directly to the Editor-in-Chief of a Journal. Contact details for each Editor-in-Chief can be found on all journal homepages on Elsevier.com. Elsevier's publishing staffs are also happy to forward any proposals onto relevant Editors.

Please drop in your proposals to gepageinfo@elsevier.com

4. Acceptance or rejection of a proposal

All proposals are evaluated by Journal Editors. Once a proposal has been reviewed the Guest Editor will be sent a letter either accepting or rejecting the proposal.

5. Confirmation of the Special Issue

After a proposal is accepted, Guest Editors will be sent a pre-publication questionnaire to gather the necessary information to manage the publication process for a Special Issue. A confirmation letter will be sent to Guest Editors as soon as all Special Issue details have been agreed upon.

Main Contacts at this stage:

Journal Editors/Publishers **Publishing Content Specialist**

For any queries on special content, please contact us at gepageinfo@elsevier.com

II. Soliciting papers

Introduction

Upon acceptance of a proposal Guest Editors are requested to solicit papers for a Special Issue. There are two ways of soliciting papers, which are relevant for both Special Issues which focus on a topic, as well as those which are based around a conference. The first is soliciting by Author Invitation and the second by Call-for-Papers.

Publication Schedule

It is required that Guest Editors agree to a time schedule and inform contributing authors of the deadlines for submitting and revising manuscripts. Elsevier staff will advise on realistic deadlines. Deadlines should be strictly adhered to, especially at the revision stage.

1. Author Invitation:

The traditional way of soliciting papers is to approach individual researchers and invite them to contribute to a Special Issue. These researchers should be active in and have expertise on the Special Issue topic.

Paper preparation

Upon acceptance of an invitation to write an article for a Special Issue, Guest Editors will instruct authors to prepare their manuscript according to the Guide for Authors. The Guide for Authors can be found on each journal homepage on Elsevier.com.

Paper submission

Authors will be asked to submit their manuscript via the Elsevier Editorial System (EES). This can be done by clicking on the Submit Your Paper link, which can be found on all journal homepages.

2. Call for Papers

An alternative way of soliciting papers is to place a Call-for-Papers on the Elsevier homepage of the journal which has accepted the proposal.

Guest Editors are responsible for preparing the Call-for-Papers text.

To view an example of a Call for Papers, please click on the link below.

[Call for Papers template](#)

When preparing a Call for Papers, Guest Editors should ensure it includes the following information:

Title of the Special Issue

Special issue topic

Special Issue scope

Guest Editor contact information

Author guidelines

Contact Information

At the soliciting papers stage

Any queries which are regarding scientific quality, the topic of an invited paper, or the content of a Call-for-Papers, should be directed to the Editor-in-Chief of the Journal.

At the paper submission stage

Authors with system queries can refer to the EES User Guide for Authors -

https://help.elsevier.com/app/answers/detail/a_id/116/p/8045

Alternatively, they can call support at the telephone numbers below:

For The Americas: +1 888 834 7287
(toll-free for US & Canadian customers)
For Asia & Pacific: +81 3 5561 5032
For Europe & rest of the world: +353 61 709190

Or contact support by writing to:
AuthorSupport@elsevier.com

Main Contacts at this stage:
Publisher
Publishing Content Specialist

III Handling submitted papers

Introduction: Elsevier's Editorial System (EES) is an online editorial system which handles manuscripts. For the majority of Elsevier Journals (not all Elsevier journals at this stage), manuscripts should be submitted, reviewed and finally accepted online, via EES.

Detailed EES Guide

To help Guest Editors in using EES, an EES User Guide for Editors and EES Interactive Tutorials, are available. Elsevier Editorial System (EES) User Guide for Editors
http://help.elsevier.com/app/answers/detail/a_id/164/p/7923/c/7927/kw/editor%2ouser%2oguide

Guest Editors can also request an EES training session at the following link:
http://support.elsevier.com/app/answers/detail/a_id/352

Contact information

Guest Editors should contact our Editor Support department if they encounter technical difficulties whilst using EES that are unrelated to workflow or the peer review process. Our Editor Support department can be contacted by e-mail: editorsupport@elsevier.com

Or by telephone, Telephone details:

For The Americas: +1 888 834 7287
(toll-free for US & Canadian customers)
For Asia & Pacific: +81 3 5561 5032
For Europe & rest of the world: +353 61 709190

If a Guest Editor is contacted by an author with a system query they should be referred to the telephone numbers above, or our Author Support e-mail address - AuthorSupport@elsevier.com

If a Guest Editor is contacted by a reviewer with a system query they should be referred to the telephone numbers above, or our Reviewer Support e-mail address - reviewersupport@elsevier.com

IV: Production

Introduction

Our production team assists Guest Editors, when papers are accepted for publication and moved to the production stage.

After acceptance

When Guest Editors accept papers for a special issue, they are entered into our Production Tracking System (PTS) and the typesetting process begins. Authors are then directly contacted regarding all matters involving copyright, color figures and funding. Authors are also contacted if any queries arise whilst articles are being typeset. After typesetting, a proof is sent to authors incorporating any corrections that are needed to finalize a paper, so that it is ready to be compiled into an issue.

The Editorial

If applicable, an Editorial should be provided shortly after the final paper for a Special Issue is accepted, if not earlier. Editors will provide Guest Editors with guidance on what to include in an Editorial, as the length and content may vary between journals. Generally, Editorials (also called Forewords or Introductions) will introduce the theme of the Special Issue, with perhaps a discussion on how it contributes to current or past research in the field, and will also contain a short summary of the articles included within the Special Issue.

Confirming Special Issue details

Once all papers have been accepted the issue number for a Special Issue will be planned. At this stage Guest Editors will be asked to confirm a number of details, including:

- The title of the Special Issue, as it should appear on the journal cover
- Guest Editor names, affiliations and postal addresses
- Any logos or special cover requirements
- That all papers to be included in the Special Issue have been received

Finalising a Special Issue

When all typeset material is completed a Special Issue will be compiled, page numbers added and covers and prelims generated. If agreed in advance, Guest Editors are sent cover proofs for approval, before an issue is sent to print. If this occurs, any corrections or approvals should be sent within 24 hours. This will avoid any delays in issues being published.

Material check-list

Guest Editors are required to provide the following information at production stage.

- An Editorial (sometimes called Introduction or Foreword), if needed and not already provided
- Confirmation of Special Issue details
- Running order for the Special Issue papers, if applicable
- Logos or sponsor information, if applicable
- Conference details, if applicable

Production times and deadlines

Production times for Special Issue papers, from acceptance to publication, will be defined by strict agreements which are in place with our typesetting suppliers and our printers. This ensures fast publication of papers, both online and in print. These can vary per journal.

Options for promoting Special Issues

Introduction

Guest Editors can maximize the impact of Special Issues by choosing from several options to promote their issues to audiences such as key contacts of the authors, conference delegates, or related research groups. Promotional options include distribution of additional softbound or hardbound print copies of the Special Issue, CDs / USBs containing the Special Issue or promotional online access to the Special Issue. The [quotation request form](#) can be used to request a quotation for any of these promotional options. The chosen promotional options will be arranged for during the production process of the Special Issue. Post publication, Guest Editors still have the possibility to choose promotional options for their special issues. For more information, please contact your “Publishing Content Specialist” or send an email to gepageinfo@elsevier.com

Overview of promotional options

Product Type	Definition
Softbound/hardbound copies	Extra copies of Special Issues are available in different covers. The covers of softbound copies are usually made of paper, whilst the hardbound copies are bound with rigid protective covers (typically of cardboard covered with cloth, heavy paper, or sometimes leather).
CDs/USBs	CDs/USBs are available in a set, including a CD box, full color inlays and full color CD label. CDs on a spindle are not offered.
Promotional online access	Promotional online access to Special Issues can be sponsored for a period of 6 or 12 months.

For any queries on special content, please go to gepageinfo@elsevier.com