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

Guest Editors can maximize the impact of Special Issues by choosing from several options to promote their issues. More information on promotional options for Special Issues can be found here.

More information and tools for Guest Editors
- Special Content Publication types
- Open Access
- Useful forms
- Guest Editor Feedback Program (GEFP)
- Guest Editor tools
- Options for promoting Special Issues

For any queries on special content, please Contact us at http://www.elsevier.com/editors/home#guest-editors

Guest Editors – special issues

1. Submit a proposal
2. Solicit papers
3. Handle submitted papers
4. Production
5. Publication

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

It is highly recommended that Guest Editors read the information below before submitting a proposal to ensure that, if the proposal is accepted, the publication process goes smoothly and Guest Editors are able to make the most of Elsevier's publishing service.

Overview of publication types
## Open Access

Options for promoting Special Issues

### 2. Select a suitable journal

Select the journal in which you wish to publish your Special Issue. You can do this by entering a journal title or keywords in the search box below.

### 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 staff are also happy to forward any proposals onto relevant Editors.

### 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
- Journal Manager
- Publishing Content Specialist

For any queries on special content, please Contact us


## 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 - http://support.elsevier.com/app/answers/detail/a_id/116
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
Please note that this information is also posted on the EES website and can be found by clicking on the "Contact Us" link.

Main Contacts at this stage:
Journal Manager
Publishing Content Specialist
http://www.elsevier.com/editors/soliciting-papers

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.

- **EES User Guide for Editors**
- **EES Interactive Tutorials**

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

Please note, this information is also posted on EES and can be reached by clicking on the "Contact Us" link.

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**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, colour 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 finalise 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.

**System guidance**

Instructions on the annotation of PDF files can be found here.

For any queries on special content, please

[http://www.elsevier.com/editors/production](http://www.elsevier.com/editors/production)

**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. After publication of a Special Issue, Guest Editors will still have the possibility for choosing promotional options for their special issues via the Elsevier webshop.

### Overview of promotional options

<table>
<thead>
<tr>
<th>Product Type</th>
<th>Definition</th>
</tr>
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<tbody>
<tr>
<td>Softbound/hardbound copies</td>
<td>Extra copies of Special Issues are available in different covers.</td>
</tr>
<tr>
<td></td>
<td>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).</td>
</tr>
<tr>
<td>CDs/USBs</td>
<td>CDs/USBs are available in a set, including a CD box, full colour inlays and full colour CD label. CDs on a spindle are not offered.</td>
</tr>
<tr>
<td>Promotional online access</td>
<td>Promotional online access to Special Issues can be sponsored for a period of 6 or 12 months.</td>
</tr>
</tbody>
</table>

When an order is to be sent to multiple addresses, the Bulk Spreadsheet Orders Template should be filled in. Guidelines for completing this template can be found here. It is essential for Guest Editors to fill in the form correctly in line with the guidelines provided to ensure the correct and timely delivery of any orders.

For any queries on special content, please visit http://www.elsevier.com/editors/options-for-promoting-special-issues

### More information and tools for Guest Editors

#### Special Content Publication types

**Special Issues**

A Special Issue will often focus on a particular aspect of a journal's scope and in most cases falls into one of three categories:

- Papers from key presentations given at a conference
- Topical Special Issues
- Honorary Special Issues

Papers included in a Special Issue are handled outside of a journal's regular submission process and are organized by one, or several, Guest Editors. A Guest Editor will receive a submission, arrange for it to be reviewed and revised and will then make a decision or recommendation as to the acceptability of the manuscript. Manuscripts accepted in a Special Issue should reflect the quality of those articles published in regular issues of the journal and should be of clear international appeal. High quality Special Issues are beneficial to a journal as they have the potential to increase usage and citations and to attract new authors and readers. Special Issues are published as part of a journal's announced publication schedule. The title of a Special Issue may be prominently placed on a journal's cover, and sometimes
also on the journal spine. Full disclosure of a Guest Editor's affiliation, accreditations and any potential conflicts of interest are published inside all Special Issues. If a Guest Editor wishes to check these details before publication they can arrange this via their publishing contact.

Additional copies of Special Issues may be purchased at a discounted rate and distributed to interested parties. Hardbound copies, Softbound copies, CDs, USB sticks and online access for non-subscribers can also be arranged. Any of these products/activities can be sponsored by a third party, such as a related industry or government agency or conference sponsor, in exchange for acknowledgement and/or advertisement. Guest Editors who would like more information on these services should contact their publishing contact.

**Supplements**

Supplements are similar to Special Issues in that they focus on a particular aspect of a journal's scope. However Supplements are published in addition to a journal's announced schedule and thus the production costs must be covered by an external source.

Funds to cover a Supplement’s production costs commonly come from conference organizers (setting aside a portion of delegates’ fees), or from sponsorship by a commercial company, who would then wish to be acknowledged in the Supplement. It is important that full disclosure of a sponsor's involvement and any potential conflicts of interest should be transparent and fully acknowledged. While Supplements may contain acknowledgements, they should not contain product advertisements.

Like Special Issues, Supplements are subject to peer review and the content of a Supplement should never be disclosed to a commercial sponsor prior to publication. Depending on the specific arrangement, a Supplement may be sent to the Editor of the involved journal, and in some cases to a Society, for final approval.

**Procedia**

Procedia are e-only products focusing entirely on publishing high quality conference proceedings that can also be available in a print version, if requested. Procedia enable fast dissemination so conference delegates can publish their papers in a dedicated online issue on ScienceDirect, which are then made freely available worldwide. Conference proceedings are accepted for publication in Procedia based on suitability and are required to meet certain criteria, including relevance to an international audience and covering highly cited or timely topics. Procedia offer authors and conference organizers a fast and cost effective way to provide maximum exposure for their papers. A list of all Procedia titles can be found at the following link: www.elsevier.com/locate/procedia

**Open Access**

Access to quality research is vital to the scientific community and beyond. We support sustainable access and work hard to provide a range of Open Access options alongside our access initiatives to ensure everyone can read, use and trust the latest research. Elsevier supports authors who wish to publish Open Access and offers a number of publishing options which include:

**Open Access journals** Elsevier publishes a number of Open Access journals where all articles are peer-reviewed and, upon publication, are free to access by the reading public. These journals do not have any subscriptions; instead, a publication fee needs to be met for each article published Open Access. This is covered by the author, their institution or their funding body. For authors publishing Open Access in Open Access journals, they can determine how readers can reuse their articles with a choice of Creative Commons user licenses.

**Open Access articles** This is an Elsevier program which enables authors to publish Open Access in established subscription journals (these are also referred to in the industry as 'hybrid journals'). This means in addition to its subscription access content,
this type of journal contains open-access articles that are immediately free to access by the reading public with permitted reuse. If the author chooses to follow this route, an open-access publication fee will need to be paid. Elsevier has a strict no double dipping policy for these journals and will not charge subscribers for Open Access content published in these journals.

**Open Access archives** Elsevier enables subscribers and the general public to have Open Access to archived material in selected Elsevier journals. This includes all Cell Press articles after 12 months via the Cell Press website. Articles are made Open Access after an embargo period which begins from the final publication date of the article.

**Green Open Access** This refers to when an author would like to post a draft version of their article on their institutional or personal website for public access. Elsevier has always had a flexible posting policy and is working in partnership to test and learn more about how best to support sustainable green Open Access. As such, authors are voluntarily able to post their accepted author manuscript to personal websites, to institutional repositories, or to arXiv. However, if their institution has an Open Access policy or mandate that requires posting, Elsevier requires an agreement to be in place which respects the journal-specific embargo periods. Elsevier has established agreements with funding bodies, including Wellcome Trust, National Institutes of Health (NIH) and Research Councils UK (RCUK). This ensures Elsevier authors can comply with funding body Open Access policies. Details on our funding body agreements are found online at [www.elsevier.com/fundingbodies](http://www.elsevier.com/fundingbodies).

To learn more about Elsevier’s Open Access publishing options please visit: [www.elsevier.com/openaccess](http://www.elsevier.com/openaccess)

**Useful Forms**

- Conference Special Issue proposal form
- Thematic Special Issue proposal form
- Special Issue 'Call-for-Papers' example
- Quotation Request Form
- Bulk Order Spreadsheet Orders Template
- Bulk Order Spreadsheet Orders Guidelines

**Guest Editor Feedback Programme (GEFP)**

*Listening to our Guest Editors,* Elsevier has launched a Guest Editor Feedback Programme (GEFP). The GEFP is an online survey which has been set up to gauge how Guest Editors feel about the support and tools they receive from Elsevier during the process of organizing a Special Issue. Elsevier aims to continuously improve services provided to Guest Editors, using the feedback collected from Guest Editors. Similar to our existing Editor Feedback Program (EFP), Guest Editors are contacted by e-mail and asked to provide their feedback via the online survey.

**Guest Editor tools**

**EES**

Elsevier's Editorial System) has been designed around the following principles:

- To provide an end to end electronic workflow for the submission of manuscripts, minimizing paper copy
- To make submission and peer review as efficient and simplistic as possible for Authors, Reviewers and Editors
- To support open communication and collaboration between all parties listed above
An EES guide and EES supporting information can be found at the following links:

- EES User Guide for Editors
- EES Interactive Tutorials

First time Guest Editors, or those Guest Editors who wish to re-familiarize themselves with the system, can request EES training.
To request EES training Guest Editors should go to:
http://support.elsevier.com/app/answers/detail/a_id/352

**Reviewer Finder**

Reviewer Finder is designed to help Editors find suitable reviewers. It can be accessed from within EES. Reviewer Finder suggests lists of potential reviewers, based on a Scopus algorithm for ranking published articles. Potential reviewers are listed based on the number of their relevant articles, drawn from over 13,000 journals in Scopus. Editors can search by topic or by name, and can check for any conflicts of interest. The results of the search will put forward potential reviewers and provide Editors with information to help determine a reviewer's suitability. Suitability will be based on published work, citations, h-index and conflicts of interest checks with the manuscript under review (previous co-authorship or affiliation to the same institute).
An interactive tutorial can be found here.

*Please be aware Reviewer Finder is not yet live for all journals.*

Contact us
For any queries on special content, please Contact us

http://www.elsevier.com/editors/submitting-a-proposal