

Computers and Electrical Engineering (CAEE) Guidelines for special issues

CAEE welcomes proposals for special issues on topics of interest to its readers. The topic of a special issue may be based on presentations at a related conference or proposed by a potential Guest Editor.

Special Issue Proposal

A special issue proposal should be sent to the Editor-in-Chief Prof. Manu Malek at mmalek@ieee.org and should include the following items:

- Name, affiliation, and a short bio of the proposer;
- A tentative title, a brief introduction, and a suggested list of topics to be covered;
- In case of conference-based special issue, the details about the conference and its web site;
- A suggested schedule.

Special Issue Development Process

Once the proposal is approved by the Editor-in-Chief, the following tasks are involved in developing the special issue. The proposer will be the *Managing Guest Editor* (MGE), i.e., the main point of contact and responsible for the special issue and deadlines.

- The MGE will identify one or two additional guest editors as diverse as possible, e.g., from academia/industry, not from the same country (certainly not from the same institution) for the special issue. The MGE will send their short bios to the Editor-in-Chief for approval.
- Once approved, the co-guest editors (co-GEs) will define a detailed schedule for soliciting, reviewing, revising, and accepting papers. The final papers must be submitted at least four months before the publication date determined by the Editor-in-Chief.
- The co-GEs will decide on a title (max 25 characters) and a code (SI-zyz) that will be subsequently used as *Article Type* by EES, the Elsevier online system, to identify papers for the special issue.
- The co-GEs will develop a call-for-papers (CFP), including a brief introduction to the special issue, the schedule, the list of guest editors with their contact information, and will send it to the Editor-in-Chief. The CFP will be posted on the CAEE web site. For conference-based special issues it will be posted only if a sufficient number of papers from the conference is not expected.
- For conference-based special issues, the co-GEs will advertise the special issue to potential authors. They will then select high-quality related papers within the CAEE scope. Authors of the selected papers should be as geography-diverse as possible, certainly not from the same institution, and not all from the same country. The co-GEs will invite the authors to extend their papers by at least 30%, so that they are sufficiently different from the conference versions or what might possibly appear in the Conference Proceedings.

Article Transmittal Requirements

- Special issue submissions are processed by EES. Authors will submit their papers selecting the assigned Article Type.
- After paper acceptance, Elsevier will contact the authors directly to resolve type-setting questions and obtain a final review of the page proofs.
- Publication typically occurs about three to five months after all papers are accepted for the special issue.

A typical CAEE special issue contains 8 to 10 papers and is usually complemented with accepted regular papers in the queue. If a special issue has 15 or more accepted papers, it may be published as a full issue. The co-GEs are urged to solicit a survey article on the topic of the special issue, to be written by experts in the field. The co-GEs must provide a *Guest Editorial*, an introduction to the special issue. The final content of a special issue is approved by the Editor-in-Chief.

Article Selection Criteria

- Guest editors are strongly discouraged from submitting any paper themselves for their special issue. They can submit their papers for regular issues of CAEE.
- All papers submitted to a special issue will go through the regular CAEE review process.
- All submitted papers for the special issue will be assigned to the MGE, who in turn may re-assign them to other guest editors for processing.
- *It is important to invite reviewers for papers as soon as possible.* At least five different reviewers, preferably not from the same country or university as the authors, should be invited so that at least three substantial reviews can be obtained for each paper.
- After the review process is completed for each paper, the MGE will recommend its dispensation to the Editor-in-Chief who will perform a final quality check and finalize the status of the paper.
- Throughout the review process, EES will automatically remind reviewers when their reviews become overdue, or reviewers do not react to the invitation. The co-GEs have to check EES regularly to identify unresponsive reviewers and take appropriate action (such as searching for and inviting new reviewers).