

Proposals for *Catalysis Today* Special Issues

Dear prospective Guest Editor,

Thank you for your interest in publishing papers in *Catalysis Today*. The purpose of this form is to provide the information needed by the Editors to make a prompt decision to commission a Special Issue (SI). Although a number of *Catalysis Today* SIs are based on conferences, SIs also can be based on a topic or theme.

For conferences

Your proposal must include the following information.

- Conference: (name, web site, which is to include the following):
 - Organizer for the conference (person)
 - Expected attendance, including international representation
 - Scientific committee members
 - Keynote/Plenary speakers

The SI may contain Reviews in addition to papers presented as part of the conference. If so, Reviews must be submitted as part of the SI as part of the normal accept/reject process. The review must clearly indicate within EES as a contribution to the SI. The Guest Editor (GE) must include an invitation to the Review author for this issue.

- The tentative title of the Special Issue as to appear on Science Direct / in print:
- Short title of special issue (max. 25 characters incl. spaces):
- Expected number of papers (after review/decision):
- Planned schedule:
 - The date the first submission is expected
 - deadline for paper submission
 - review completion
 - deadline for final/accepted papers to Elsevier
- Names/contacts of:
 - Managing Guest Editor (Title, Surname, Given Name) /contact (Organization, Email, Tel.)
 - co-Guest Editors (Title, Surname, Given Name) /contact(s) (Organization, Email, Tel.)
 - Include experience in editing special issues of *Catalysis Today* or other journals
- *Catalysis Today* past issues based on this conference (if applicable)

For thematic issues

- Include the list of invited contributors, and structure of the issue in the form of an outline of the proposed SI.

Please note the following to GEs:

1. For each SI, there are typically several joint GEs. If so, a single “Managing Guest Editor” (MGE) must be designated as the sole point of contact between Elsevier and the Editors.
2. The strict peer review process is essential. Guest Editors (GEs) are the principal decision-makers on accepting/rejecting papers. The SI should not be considered a complete “proceedings” of the conference. You will find that an SI, and the citations that from the SI in the papers, will be most successful if a high standard is applied to the peer review process. It will be almost certainly necessary to reject some papers—e.g., a paper that is “rejected” in the first submission with clear problems pointed out by the reviewer should likely be rejected unless there is an obvious error in the review, which is rare. You should avoid repeated “revisions” to a paper.
3. SIs typically consist of about 20-40 papers. Although there is no specific limit, we would prefer that the “best” papers are limited to around the 20-40. For example, one way is to invite only oral presenters, but this depends on the number and quality of other papers. Posters could be considered, but should be evaluated carefully.
4. In agreeing with the contract with Elsevier, be sure to insist that the authors strictly adhere to the schedule for submission of the first version of the paper. You can allow some (short) extra time, but it is also not fair to delay the SI because of a few tardy submissions. This is likely to happen, so be prepared to cut off the submission process at some point. A deadline of submission of the papers within a month after the conference is a typical schedule.
5. It is also likely that MGE/GEs will be co-authors. If so, be sure that your paper is handled by one of the other GEs in the review process.
6. Prompt review of the papers is essential. We have found it necessary to invite at least 3-4 reviewers per paper, so that you will receive the required 2 reviews in a timely way. Make use of the conference attendees as reviewers.
7. In the conference website, and in “Call for Paper” announcements, you will find it important to publicize that “selected papers from the conference will be invited to submit a paper to *Catalysis Today*”.