Special Issues and Sections in ECRQ

This guide will give you the essential information you need as Guest Editor or author of a special issue or section in ECRQ and we recommend you refer to this throughout the process.

If you have an idea for a special issue or section, we want to hear from you! Please write a brief proposal covering:

- Outline the scope of the topic
- The timeline for proposed submission
- The Guest Editors and their affiliations
- The method of submissions (i.e., unsolicited papers with open call, or invite only)
- The estimated number of papers

Please send proposals to the Editor-in-Chief, Laura Justice justice.57@osu.edu.

All special issue papers go through full peer review, and publication of invited papers is not guaranteed. Please note that there is a cap of one solo- or co-authored papers within a special section or issue for each Guest Editor, this is at the discretion of the Editor-in-Chief for special issues with more than 2 Guest Editors willing to submit a paper each. Because Guest Editors cannot have oversight of their own papers, the Editor-in-Chief or another Associate Editor will serve as Editor for these papers and any other papers for which a conflict of interest is present.

If you have any questions, please reach out to the Editor-in-Chief, Laura Justice justice.57@osu.edu, or editorial office ecrq@elsevier.com.

Steps of the special issue process:

1. **Proposal** of the special issue topic discussed with the Editor-in-Chief and accepted.
2. **Special Issue Information Form** is sent to Guest Editors which asks for details of the special issue and the timeframe to be set. The form will be discussed by the Editor-in-Chief and Publisher and any questions will come back to the Guest Editors for clarification.
3. **Invitations** to authors will be sent by Guest Editors making the timeline and submission instructions clear. If a call for papers is being issued, this will be finalised by the Guest Editors, posted on the journal homepage and promoted on social media.
4. **Training** for using our online system EVISE/EES will be arranged for the Guest Editors to handle the papers through peer review.
5. **Submission portal will be opened** on the day agreed in the special issue information form.
6. **Peer review** will be handled by the Guest Editors for special issue papers as they are submitted, with the exception of papers by the Guest Editors or other papers in conflict.
7. **Submission portal will be closed** on the day agreed in the special issue information form. All invited papers must be submitted by this date (not including the Guest Editor’s editorial which may be submitted at a later date).
8. **Acceptance of papers** should occur when each paper is ready (papers ready for acceptance should not be held in EVISE/EES until all papers are ready).
9. **Production and proofing** of papers will happen as and when each paper is accepted. Each paper will appear online ‘in press’ during this process. All special issue papers will wait in the
‘in press’ section of the website until the whole special issue is ready for publication. Guest Editors will be asked what order they would like the articles to appear in for the final issue. 10. **Final publication online** will occur when all papers have been proofed and finalised.

**Submitting authors:**

Please ensure you select the correct special issue when submitting your paper. If you choose a regular research or review article for your paper, there is a risk it will be published in a regular issue. Always submit the original source files, i.e. word doc rather than PDF. Please ensure you fully blind your manuscript file including the title of the document as ECRQ runs a double blind review process. Failure to do so may lead to author identity being revealed to reviewers. All full-length papers being considered for special issues go through the full peer review process.

**Time Schedule:**

Any changes to the timeline as agreed in the Special Issue Information Form must be discussed and agreed with the Editor-in-Chief and Publisher. Major changes in timelines from the original proposal may lead to the special issue being withdrawn, papers being published as part of a regular issue or the special issue being changed to a special section. Authors should check with the Guest Editors if a change is needed to their revision deadline.

**Roles of your Elsevier Team:**

**Publishing Content Specialist**

- Main point of contact for Guest Editors throughout the special issue process
- Ensure special issue is kept to timeline by sending reminder emails to the Guest Editors

**Journal Manager** [ecrq@elsevier.com](mailto:ecrq@elsevier.com)

- Main contact for all production-related questions (from acceptance to publication)
- Supports Guest Editors and authors with papers in EES/EVISE

For more information please visit: [http://www.elsevier.com/editors/home#your-elsevier-team](http://www.elsevier.com/editors/home#your-elsevier-team)

**Ethics for Guest Editors:**

1. **Publication decision**

**Peer review**

The Editor shall ensure that the peer review process is fair, unbiased, and timely. The Editor must select reviewers who have suitable expertise in the relevant field. The Editor must review all
disclosures of potential conflicts of interest made by reviewers in order to determine whether there is any potential for bias.

Research articles which are chosen to be sent for review must typically be reviewed by at least two external and independent reviewers, and where necessary the Editor should seek additional opinions.

The Editor must follow best practice guidance provided by the Publisher on avoiding the selection of fraudulent peer reviewers (for example not using a reviewer recommended by an author unless it has verified that reviewer’s contact information from an independent source).

All special issue papers must be handled using the journal’s editorial system (EVISE/EES). We do not allow Guest Editors to handle papers outside of EVISE/EES, e.g. by email.

**Fair play and process**

The Editor must follow the editorial policies of the Journal in order to encourage maximum transparency and complete, honest reporting, and to ensure also that peer reviewers and authors have a clear understanding of what is expected of them.

The Editor shall use the publisher’s electronic submission system for all journal communications and make appropriate use of the publisher’s systems for the detection of plagiarism. Where the Editor wishes to make a change to the workflow of the Journal, the Editor must first discuss such change with the Publisher in order to confirm whether or not such change can be implemented.

2. **Guest Editors submitting their own work to their special issue**

ECRQ allows Guest Editors to author or co-author one full-length paper only in a special issue they are editing, in addition to an introductory editorial. This policy stands regardless of the number Guest Editors. This paper will be handled by the Editor-in-Chief or an Associate Editor on the journal. Guest Editors should contact the publisher or Editor-in-Chief if they plan to submit their own work.

3. **Journal metrics**

The Editor must not attempt to influence the Journal’s ranking by artificially increasing any Journal metric. In particular, the Editor shall not require that references to that (or any other) Journal’s articles be included except for genuine scholarly reasons and authors should not be required to include references to the Editor’s own articles or products and services in which the Editor has an interest.

4. **Confidentiality**

The Editor must protect the confidentiality of all material submitted to the Journal and all communications with reviewers. Unless the Journal is operating an open peer review system or reviewers have agreed to disclose their names, the Editor must protect reviewers’ identities.

5. **Disclosure and conflicts of interest**

The Editor must follow the Journal’s policy relating to the disclosure of conflicts of interest by authors and reviewers.
Any potential editorial conflicts of interest should be declared to the Publisher in writing prior to the appointment of the Editor, and then updated from time to time if and when new conflicts arise. The Publisher may publish such declarations in the Journal.

The Journal may publish submissions from the Editor, other editorial staff or Editorial Board members, but the Editor must not be involved in decisions about papers in which he has written himself or have been written by another member of the Editor’s department or which relate to products or services in which the Editor has an interest. Further, any such submission must be subject to all of the Journal’s usual procedures, peer review must be handled independently of the relevant author/editor and their research groups, and there must be a clear statement to this effect on any such paper that is published.

6. Involvement and cooperation in investigations

The Editor should work to safeguard the integrity of the published record by reviewing and assessing suspected misconduct (research, publication, reviewer and editorial). The Editor shall issue corrections, retractions or other suitable sanctions when required.