Special Issue Questionnaire

Please answer the following questions as completely as possible as this will aid greatly in the smooth operation of publishing your Special Issue.

1. **Basic information**
   - Please provide information of all the guest editors in the below table

<table>
<thead>
<tr>
<th>Title</th>
<th>Full Name</th>
<th>Organization</th>
<th>Sub-organisation (Dept, Faculty, Lab etc)</th>
<th>Email</th>
<th>Contact Number</th>
<th>Postal Address</th>
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   - If there are more than two Guest Editors, who will be the managing Guest Editor (the editor who will take overall responsibility for managing the Special Issue).

   - Will the Managing Guest Editor approve other Guest Editor decisions? (please note that under the default IoT workflow, Guest Editors’ decision will be approve by EiC. If it is agreed with EiC that the Managing GE will assign and approve manuscripts to other Guest Editors, please specify here)

   - The tentative title of the Special Issue as to appear on Science Direct / in print.

   - Please also suggest a short title to be identified easily by authors in the submission system **EVISE®** *(max. 25 characters including spaces)*:

   - The number of expected papers to be published in this Special Issue (subject to approval from the publisher)
• Please confirm whether there will be an open call for papers for this Special Issue. If yes, please provide the proposed text in Word (.docx) format. This will be checked by the Publisher and the office of the Editors in Chief prior to publishing.

2. Timelines

The average timeline for Special Issue publication based on historic data for article submission/review and issue production in the journal and related titles are provided below:

<table>
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<th>Stage</th>
<th>Time</th>
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<tr>
<td>Paper submission</td>
<td>2-3 months</td>
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<tr>
<td>Reviewing process and revision submission</td>
<td>5-6 months</td>
</tr>
<tr>
<td>Production process (online publication)</td>
<td>2-3 months</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9-12 months</strong></td>
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</table>

Please set the timeline for your Special Issue based on the above data and your experiences:

• First submission date (*Please enter the date the first submission is expected- at least 2 weeks after this form is submitted*) NB: THIS IS WHEN THE EES SUBMISSION PORTAL WILL BE OPENED:

• Submission due date: the date by which all papers should be submitted to the Guest Editors for review and the EVISE® submission site will be closed (*First Submission date +Time for Paper submission as listed above*):

• The delivery date by which all manuscripts should be fully reviewed and final decisions made on all manuscripts; and those failed to meet the deadline may be excluded. (*please note that this is NOT the first round notification date*); we will proceed further with the issue if failed to meet the deadline (Submission Deadline +Time for Reviewing process and revision submission as listed above):

• The date the Special Issue is expected to be published (*Acceptance Deadline +Time for production process*):

System set up:

• *This special issue will be set up in EVISE, hence please register yourself [HERE](#) if not done already. Upon Your registration; the submission portal will be opened.*

• *Please register with the same e-mail address that you are providing us in this questionnaire.*

Important Notes:

*The above timeline for submission and review must be adhered to. We will therefore monitor deadlines closely and will work with you to stick to the agreed schedule.*

3. Conference information (if relevant)

• Please indicate the full name of the conference and the contact details of the person who represents the Organizing Committee and will be signing a contract on behalf of the Committee.
The date and venue of conference.

4. **Open Access**
As a hybrid Open Access journal, in addition to its subscription access content, <Journal Title> contains Open Access articles that are immediately free to access by reading public with permitted reuse. If an author of your Special Issue chooses to follow this route, an Open Access publication fee will need to be paid. Elsevier has a strict no double dipping policy for hybrid journals and will not charge subscribers for Open Access content published in these journals. Should there be an agreement for your entire Special Issue to be Open Access, then the user license options presented to your authors may be impacted. We would therefore like you to answer the below questions:

- Is there an agreement for Open Access for the entire Special Issue? (YES / NO)

- If the entire issue will be Open Access, is there a sponsor? (YES / NO)

- If there is a sponsor, please provide the name and contact details of the sponsor:

- If the entire issue will be Open Access, and there is a sponsor, please indicate the user license(s) that the sponsor would like to offer to the authors for your special issue:
  - CC BY-NC-ND
  - CC BY-NC-SA
  - CC BY

The user licenses define how readers and the general public can reuse an article and the specific license for each article is located in the footnote of the article on ScienceDirect. More information on the different user licenses can be found here: [http://www.elsevier.com/about/open-access/open-access-policies/oa-license-policy/user-licenses](http://www.elsevier.com/about/open-access/open-access-policies/oa-license-policy/user-licenses)

**Promotional options**

- You can maximize the impact of the Special Issue by choosing from several options to promote the issue to audiences such as key contacts of the authors, conference delegates, or related research groups. Please refer to the attached Quotation Request Form for options and prices.

**Disclosure of potential financial conflict of interests**

Are there any financial arrangements between you [or, if relevant: between the conference organizers] and the authors (e.g., upon acceptance of their paper) or are there any potential conflicts of interest that we need to know about? If so, please specify.