

Template for Catalysis Today SI proposals

The following Draft is intended to solicit comments to a Proposal Form to be submitted inquiries by prospective GEs to the Editors. Once submitted to the web site, the Editors ensure prompt decisions. The plan is to refer all these inquiries promptly directly to Editors via the web site.

Dear Author,

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 are based on conferences, SIs also can be based on a topic or theme—all of which contribute to the papers SI.

For conferences

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

Reviews that are proposed in addition to other papers as part of the SI, review must be submitted as part of the SI. The review must clearly indicate within EES as a contribution to the SI. The Guest Editor must include an invitation to the author to submit the review for this issue.

Expected number of papers (after review/decision)

Planned schedule:

- deadline for paper submission
- review completion
- deadline for final/accepted papers to Elsevier

Names/contacts of:

- Managing Guest Editor/contact,

- co-Guest Editors/contact(s)
- 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

- List 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. First, although this SI is based on the conference, recall that 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. You should avoid repeated “revisions” to a paper that has not addressed –and clearly corrected—the review objections.
2. In general, SIs are typically 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, perhaps even posters.
3. 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 will 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.
4. It is also likely that GEs will be co-authors. If so, be sure that your paper is handled by one of the other GEs in the review process.

5. Prompt review of the papers is essential. We have found it 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.
6. 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".