

Special Issue Proposal Form

Important note – the default workflow for Special Issue (SI) is:

Author -> SI Editor/Editor-in-Chief -> Managing (Lead) Guest Editor -> Guest Editors -> Reviewers -> Guest Editors -> Managing (Lead) Guest Editor -> SI Editor/ Editor-in-Chief -> Author

To submit a SI proposal, please use the following as a template for your proposal

- (Proposed) Special Issue title and order of guest editors
- The title of the journal you will be submitting your SI proposal to
- Written proposal of around 1 page. This is an essential item, should be tightly focused and can contain of bullet point list of relevant sub-topics. It must state the need for the proposed special issue by giving a brief description of:
 - the special topic or common theme(s) that make these papers a coherent collection
 - a short justification of the timeliness of the topic, including a review of recent special issues on similar topics, and the relevant state of the art. Please highlight the advances provided by the papers in relation to existing knowledge and any novelty provided by the papers
 - relevance to the selected journal's audience /readership, and the field
- How you plan to organize the peer review process (if needed, please refer to specific Elsevier and journal requirements)
- If available, a one-page (draft) call for papers (CFP) may be attached
- A list of potential contributors (if available, include a list of probable paper submissions; titles; authors' abstracts)
- If available, ways of attracting/finding potential contributors. How you intend to a) advertise the SI, and b) attract authors from as wide a base as possible, ensuring a balance of geographical spread and author gender.
- Tentative schedule of call, submissions, reviewing, and publication, including:
 - Date CFP published online
 - Date of expected first submission
 - Date first review round completed
 - Date revised manuscripts due
 - Date completion of the review and revision process (final notification)
- (Proposed) Guest Editor's information including title, Institutional email address, affiliation, fields of interest, and institutional home page. Please include a short biography including qualifications for editing this specific special issue.
Please note that candidate Guest Editors should be internationally renowned experts in the topics the SI focuses on.