

Guide to Guest Editing your Special Issue with Food Chemistry and Food Chemistry: X

We are looking forward to getting the process started for your special issue. This guide will give you the essential information you need as Guest Editor and we recommend you refer to this throughout the process.

If you have any questions, please reach out to the Editorial Office: foodchemoffice@elsevier.com

Steps of the special issue process

1. Proposal of the special issue topic should be discussed with the Special Content Editor 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 an open Call for Papers is being issued, this will be posted on the journal homepage.
4. Online training for using our online system Editorial Manager (EM) will be provided to the Guest Editors to handle the submissions through peer review.
5. Submission portal will be opened on the day agreed.
6. Peer review will be handled by the Guest Editors for special issue papers as they are submitted. The Special Content Editor will check and approve final decisions for the papers in the special issue.
7. Submission portal will be closed on the day agreed. 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 EM 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.
10. Final publication online will occur when each paper has been proofed and finalised. Papers will be published in the issue that is currently open and marked clearly as special issue papers. This means that individual papers from the same special issue may be published in different issues of the journal. However, the full special issue will collate all the papers together and will be available on Science Direct in the 'Special Issues and article collections' section.

Time Schedule

Any changes to the timeline as agreed must be discussed and agreed with the Special Content Editor and Publisher. Major changes in timelines from the original proposal may lead to the special issue being withdrawn.

Guidance for creating a high-quality special issue

- Guest Editors should consider emerging and 'hot topics' for consideration as a special issue.
- The authors, studies and samples should be international in nature. We recommend that no more than 50% of the articles in your special issue are authored by scholars from the same country.
- We recommend no more than 3 editors handling papers in Editorial Manager. Exceptions may be made for particularly large special issues.
- Consider whether you will invite papers only or issue an open Call for Papers. Both approaches

can be effective. If you decide to issue an open call, we recommend you also invite some authors to ensure high quality.

- Ensure you are familiar with what is already published in Food Chemistry and Food Chemistry X on this topic. Similar topics to those already published may be considered if an area needs updating or an interesting new advancement has happened in that area of research.
- Consider how you can raise visibility of your special issue through your extended network via social media (Twitter, LinkedIn), listservs and societies you may be a part of. This is useful to bringing in submissions and for promoting the published content.

Ethical guidelines

Peer review

The Guest Editor shall ensure that the peer review process is fair, unbiased, and timely. The Guest Editor must select reviewers who have suitable expertise in the relevant field. The Guest 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 must typically be reviewed by at least two external and independent reviewers, and where necessary the Editor should seek additional opinions.

The Guest 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 (EM). We do not allow Guest Editors to handle papers outside of EM, e.g. by email.

Fair play and process

The Guest 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 Guest 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.

Any disputes that cannot be resolved between the Guest and the Special Content Editor will be referred to the Editor-in-Chief for resolution.

Guest Editors submitting their own work to their special issue

We do not encourage Guest Editors to submit their own work to a special issue they are editing. If Guest Editors do want to submit to their own special issue, no more than 1 article with a Guest Editor as an author will be allowed. This does not include the Editorial.

Journal metrics

The Guest 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.

Confidentiality

The Guest 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.

Disclosure and conflicts of interest

The Guest 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 Guest 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 no more than one submission from the Guest Editor in a special issue they are Guest Editing, but the Guest Editor must not be involved in decisions about papers in which he/she has written him/herself or have been written by another member of the Guest 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.

Involvement and cooperation in investigations

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

Roles of your Elsevier Team

Content Acquisition 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

- Main contact for all production-related questions (from acceptance to publication)
- Supports Guest Editors in handling papers in EM

For more information please visit: <https://www.elsevier.com/editors/your-elsevier-team>