GUIDELINES FOR ARTICLE COLLECTIONS (Thematic or Special Collections for Open Access Journals)

Geoscience Letters
Official Journal of the Asia Oceania Geosciences Society (AOGS)

It is the policy of the Journal to enable, and even to encourage and initiate, the publication of Thematic or Special Collections (SC) from time to time. The following are the guidelines for the preparation and publication of such collections.

Preparation of a Proposal
The Guest Editor(s) for a Thematic or Special Collection (SC) is (are) chosen by the Editor–in-Chief and/or Editors. The Guest Editor(s) should submit to the Editor–in-Chief and/or Editors and the publisher for their approval a proposal that contains the following information: title of the SC, a brief outline summarizing the objectives of the SC, tentative time schedule, and a list of tentative contributions.
In case there are several Guest Editors (GEs), one GE will act as corresponding GE.

Tasks of Guest Editor
Once the proposal for a SC is approved, the GE will select authors and invite them to submit journal quality papers (in terms of scientific content, English and presentation) to the SC. The GE will then provide the Editor–in-Chief and/or Editors and the Springer Editorial Manager assistant with an updated list of expected contributions (title/authors). The GE will also select reviewers for the submitted papers, and keep in touch with the Editor–in-Chief and/or Editors and the Springer Editorial Manager Assistant on all other matters concerning the SC and the status of the preparations. The GE should prepare a strict time schedule and inform the authors and reviewers of it. It is the GE’s responsibility to ensure a thorough and speedy review procedure in close collaboration with the Springer Editorial Manager assistant. The GE will submit a Preface to the SC.

Peer Reviewing Procedure
All articles appearing in the SC should conform to the standard editorial and publication policies as outlined for the journal. Although appearing as part of a SC, all articles should conform to the same quality standard as any journal paper. This implies that each manuscript will be original, not be published elsewhere in a journal and will be peer reviewed by at least two international specialists in the field. In case
a major revision is recommended by any of the referees, the revised script should be reviewed again by at least one referee.

Selected papers from Conferences can be invited for a SC, but the SC should not be regarded as Conference Proceedings.

**Final Acceptance by the Editor**
In consultation with the Guest Editor, the Responsible Editor* will make the recommendation concerning acceptance to the Editor–in-Chief, who will send a letter of final acceptance to the authors.

*For each SC one of the Editors or the Editor–in-Chief will act as Responsible Editor.

**Documentation**
Guest editors will receive from the publisher’s BMC / Editorial Manager (EM) office, a step-by-step guide, after a SC contract has been signed with the publisher.

**Time Schedule**
Guest Editors should prepare a strict time schedule and also inform the authors and reviewers of this. It is the GE’s responsibility to ensure a thorough and speedy review procedure.
Guest Editors will keep in touch with the Responsible Editor and publisher regarding the status of the -SC on a regular (every 3-4 months) basis.

**Size**
At least five papers, preferably eight to ten papers, are needed to make a SC.

**Author Instructions**
Instructions, also regarding electronic submission of manuscripts can be found at [http://www.geoscienceletters.com/authors/instructions](http://www.geoscienceletters.com/authors/instructions)

**Procedure of Publication**
The corresponding authors will receive author’s proofs for corrections.

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