Guidelines for Special Issues

It is the policy of the Bulletin to enable, and even to encourage and initiate the publication of special issues from time to time. The following are preparation and publication guidelines for Guest Editors.

Preparing a Proposal

Guest Editors should prepare a proposal for the Special Issue and submit this to the Editor-in-Chief and to Springer for their approval. The proposal should contain the following information:

- Tentative title for the Special Issue
- A one-page outline summarising the objectives of the Special Issue
- Tentative time schedule
- List of potential contributions (typically 8 to 10 articles)

If there are several guest editors involved in a special issue, one Guest Editor will act as corresponding editor.

Inviting Authors

It is the Guest Editors’ role to select authors and invite them to submit papers for the special issue which are of the highest quality in terms of science and presentation. They should also ensure that all articles submitted conform to the editorial and publication policies of the BMB. Each manuscript submitted must be original, not published formally elsewhere, and must be peer reviewed by at least two specialists in the field.

For more information on the aims and scope of the BMB, please click here:


Guest Editors are required to keep in close contact with the Editor and Journals Secretary, informing them of the full table of contents and the outline of the issue as soon as this is available.

Guest Editors should inform authors of the proposed time schedule for the Special Issue.

Submissions Procedure

Authors must submit their papers for the Special Issue via the online Editorial Manager System. Information for authors can be found here:


Once papers have been submitted, the journals secretary will liaise with the Guest Editors regarding the selection of reviewers, and keep them informed of the status of papers. When the referees reports have been received, the Guest Editors will be asked to make an initial decision, and if necessary the paper will be sent out for revision. Once the Guest Editors have recommended to
accept or reject a paper, the final decision will rest with the Editor-in-Chief. The journals office will inform authors of the final status of the paper.

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Publication

Guest Editors will be required to submit a preface/editorial for the Special Issue, and will liaise with the Editor regarding the requirements for this.

Guest Editors will also advise the journals office about the order in which they wish articles to appear.

Once the papers have been accepted by the Editor, they are then transmitted to the publisher’s production department. Proofs will be available online for the Guest Editors to review and approve before Online publication.

Please note that colour figures and images are reproduced free of charge in electronic form. There is a page charge for colour in print: please contact the Editor for further information.

When the Special Issue appears in print, the title and names of the Guest Editors will appear on the cover and the contents page. Contributing first authors will receive a complimentary copy of the Special Issue, and the Guest Editors will each receive two copies.

If you have any queries regarding special issues please contact the journals office at bmb@maths.ox.ac.uk