

## Instructions for organizers of Special Features

Topics for Special Features (SF) are expected to be of broad interest to ecologists. Special Features are usually composed of 4–8 papers led by a short Introduction (two printed pages), which is written by the organizer(s). SF articles need not represent totally original work on the part of the authors, but instead can review or synthesize a body of work.

### Proposal and review requirements

Proposals should be submitted by e-mail, in plain text, to the Editorial Office ([popecol@fsc.hokudai.ac.jp](mailto:popecol@fsc.hokudai.ac.jp)), including the following information:

Title;

Name and affiliation of the organizer(s), including postal and e-mail addresses and fax and telephone numbers;

Outline, no longer than 200 words, explaining the topic, structure, and authors;

Justification, no longer than 200 words, explaining the significance of the SF;

List of authors and titles of papers: a tentative list is acceptable, but the organizer(s) should contact the listed authors before the submission of their proposal.

Do not hesitate to contact the Editorial Office before the submission of a proposal, to consult us about how to organize a SF.

Submitted proposals will be reviewed by the Editorial Office (the Chief Editor and Associate Editors) based on comments from the Editorial Board members. Even if a proposal is judged to be appropriate for the journal, it does not necessarily mean that it will be accepted for publication. All papers must go through the normal, rigorous review process. It is critical that the organizers and the authors recognize that some component papers are often rejected or required to be recast. The primary condition—that an idea for a SF has been accepted in principle, or an author has been invited to contribute to the journal—does not guarantee that the SF or any particular manuscript will be accepted for publication.

If the plan of a SF is seriously hindered by the rejection of some component papers, the Chief Editor will decide to reject the SF. In that case, papers that have already been accepted by peer review will be considered to be published as ordinary independent articles.

If the SF is organized by a member of the Editorial Board, that proposing Editor will typically serve as the Handling Editor of the SF. If the SF is organized by someone not on the Board, the organizer(s) will be invited as Handling Editors. A designated member of the Editorial Board will work with the organizer(s).



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