

## **Statement, Article Types and Guidelines for Special Issues for the Journal: *Environmental Processes***

### **Statement of Editorial and Publication Policies**

1. Manuscripts submitted to this journal should not have been published, or simultaneously submitted elsewhere.
2. Submitted articles should largely contain previously unreported material. The overlap of contents between related papers should be the minimum, normally confined to the introductory/review sections.
3. Authors should provide information and preprints on any papers closely related to the submitted paper, which are not yet in the public domain (in review, in press). If deemed necessary to the review process, these will be copied to the reviewers.
4. Authors should consult the Journal's "Authors Instructions" for detailed stylistic guidelines, during preparation of their manuscripts. Editors may return manuscripts that are grossly inconsistent with these guidelines.
5. Where the submitted manuscript is multi-authored, one individual will need to be the corresponding author. It will be assumed that all the authors have been involved in the work, have approved the manuscript, and agree to its submission.
6. Manuscripts will be sent to at least two reviewers. Reviewers are requested to treat the manuscript confidentially. They may choose to identify themselves, or remain anonymous.
7. The Editor's judgement is final with regard to suitability for publication.
8. The Publisher carries responsibility for typesetting, page lay-out and figure sizing, for all accepted papers.
9. Authors are responsible for reading and correcting page proofs of their articles. Proof corrections are normally restricted to typesetting and printing errors. Major changes can not be undertaken at the proof stage.

### **Descriptions of article types**

The journal welcomes a variety of article types:

#### **Original Research papers**

The regular research papers contain new research findings in respective fields. These include presentations on new concepts, the development of innovative methods, and to a lesser extent presentations of new case studies, the results of which have a general impact and contribute to the advancement of the particular field.

Regular scripts may comprise a maximum of 8000 words, including figures, tables, and references. Each Table or Figure should be counted equivalent to 300 words. For exceptional cases authors are advised to contact the editor prior to submission of the script. The font type and font size used should be Times New Roman, 12 pts. Please use double line spacing and single column text. All submitted manuscripts will undergo a

rigorous peer-review.

### **Highlights**

Highlights are needed for any research paper submitted to this journal. They consist of a short description with bullet points that summarize the core original findings of the paper and should be submitted in a separate file in the online submission system. Highlights should include 3 to 5 bullet points (maximum 100 characters including spaces).

### **Letters to the Editor and Short Communications**

Within this section, brief communications to the editors and to the scientific community will be published. The aim is to circulate new information and topics very quickly. Additionally, any short communication on a previously published research article can be commented. The aim of this section is to enhance the written scientific debate. Matters arising, brief discussions, research notes, and comments, etc., may be sent for publication as Letters to the Editor which will be given high priority in publication and will ensure fast publication. The letters and short communications should be brief and to the point and should contain no more than 4 journal pages, including tables or figures. There will be no peer-review of the content but it will be assessed by the Editor or a member of the Editorial Board before publication.

### **Review Articles**

In this section, contributions will be published which contain no original new data, but which summarize existing information and synthesize the current findings. These manuscripts contain critical state-of-the-art reviews with the objectives of critically evaluating existing knowledge and providing background information for future research. Authors who wish to review a particular topic, should consult the Editor prior to submission of the manuscript. It should be noted that review scripts will undergo a similar peer review procedure as regular scripts. Review scripts up to ca. 35 journal pages will be considered.

### **Technical Notes**

Technical notes present (1) original, practical information; (2) preliminary or partial results of research; (3) concisely presented research results; and (4) innovative techniques. Technical notes must have fewer than 5,000 words or word-equivalents.

### **Books Reviews**

Book reviews are invited and should be sent directly to the Editor. The Journal publishes long discursive reviews of selected books and short epigrammatic characterisation of others. The book reviews are always personal expressions of the reviewers' opinions and can not be extended to the publisher's position, which is always neutral.

## **Special Issues and Special Sections**

It is the policy of the Journal to enable, and even to encourage and initiate the publication of a special issue. Each special issue is devoted to a single, well defined topic. The title of the topic as well as the guest editors' names will appear on both the cover and on the contents page of the issue. For further details on the preparation and publication of special issues, please contact the editor or publisher.

Special sections can be published as part of a regular issue if space is available.

## **Environmental Processes - Reviewing Process:**

It is the editor's responsibility to select and assign reviewers for each submitted script. However, we do welcome the author's input on this, when they are submitting scripts in Editorial Manager.

Authors are requested to suggest 4 potential reviewers for their submission. Contact information for each suggested reviewer is to be submitted along with the script. Specific reasons for suggesting each person is recommended. Please note that the journal may not use the author's suggestions, but their help is appreciated and may speed up the selection of appropriate reviewers.

Authors also can oppose against anyone they would prefer not to review their manuscript. Authors are asked to provide as much contact information as possible to allow the Editor to identify the person in our records, and specific reasons why each person should not review their submission in the comments box. Please note that we may need to use a reviewer that is being identified here, but will try to accommodate author's wishes when we can.

## **GUIDELINES FOR SPECIAL ISSUES**

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

### **Preparation of a Proposal**

The Guest Editor(s) for a special issue (SI) is(are) chosen by the Editor. The Guest Editor(s) should submit to the Editor and the publisher for their approval a proposal that contains the following information: title of the SI, a brief outline summarizing the objectives of the special issue, 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 SI 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 SI. The GE will then provide the Editor and the Springer Editorial Manager assistant with an updated Table of Contents. The GE will also select reviewers for the submitted papers, and keep in touch with the Editor and the Springer Editorial Manager Assistant on all other matters concerning the special issue 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 SI.

### **Peer Reviewing Procedure**

All articles appearing in the SI should conform to the standard editorial and publication policies as outlined for the journal. Although appearing as part of a SI, all articles should conform to the same quality standard as any journal paper. This implies that each manuscript will be original, not be published formally elsewhere 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.

### **Final Acceptance by the Editor**

In consultation with the Guest Editor, the Editor will make the decision concerning acceptance and will send a letter of final acceptance to the authors.

### **Documentation**

Guest editors will receive from the publisher's Editorial Manager (EM) office, a step-by-step guide for EM, after a special issue 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 responsibility to ensure a thorough and speedy review procedure.

Guest Editors will keep in touch with the Editor and publisher regarding the status of the special issue on a regular, (every 3-4 months) basis.

### **Size**

Each issue will contain ca 125 pages, but, when justified, it may contain up to 250 pages.

### **Author Instructions**

Instructions, also regarding electronic submission of manuscripts can be found at

<http://www.springer.com/earth+sciences+and+geography/environmental+science+%26+engineering/journal/40710>

### **Color Images**

Please note that black and white and color figures/images are reproduced free of charge in print and electronic form, for any script accepted after January 2008.

### **Checklist**

When the peer review of a special issue is close to finalization, the following details should be communicated to the production manager at Springer:

1. Sequence of papers
2. Names and sequence of guest editors
3. Final title of the special issue
4. Preface or Guest editorial

### **Mechanics of Publication**

The Guest Editor will receive a full set of proofs (in case of multiple GEs the publisher will supply multiple sets of proofs) for their information. The corresponding authors will receive author's proofs for corrections.

It is the intention of Springer, subject to the recommendations of the Guest Editor(s) and the Editor, to consider the possibility of also distributing the special issue as a separate (hardcover) book.

Every first author of a paper contributing to a special issue will receive a free PDF of the paper.

The Guest Editor(s) will receive two copies of the special issue. There are no page charges.

For any questions regarding special issues please contact:

### **The Editor:**

#### **Vassilios A. Tsihrintzis**

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<http://www.springer.com/journal/40710>

Environmental Processes

An International Journal

Editor-in-Chief: Tsihrintzis, V.A.

ISSN: 2198-7491 (print version)

ISSN: 2198-7505 (electronic version)

Journal no. 40710