Congratulations for the informal acceptance of your Special Issue (SI)! In order for the acceptance to become official, each guest editor has to carefully read the information and instructions below and sign and return the Final Notes and Signature pages to the Editor-in-Chief in charge of the SI.

**Synthese's Standards and Procedures**

All submissions to the SI and all communication with reviewers and authors should be done through Synthese's electronic editorial system (Editorial Manager, EM).

Papers in an SI need to undergo the same review process as any other submission to Synthese. This means that at least two referees will review them, and acceptance for the journal requires two independent acceptance recommendations from reviewers. Papers can, and often do, go through more than one round of reviews before they can be accepted for publication. Please note that "minor revisions" is not the same as "acceptance", and a paper that receives the former recommendation still needs to be sent back to the reviewers. When the two reviewers you invite come up with contradictory recommendations ("reject" and "minor revisions" or "reject and accept" being typical cases), a third reviewer needs to be invited to break the tie. Prior to the review process, there is no guarantee that any paper will be accepted.

Note also that papers that receive a "major revisions" and a "rejection" recommendation are typically rejected; papers that receive a "minor revisions" and a "major revisions" recommendation typically receive a "major revisions" decision; papers that receive an "acceptance" and a "minor revisions" recommendation receive a "minor revisions" decision. Of course, throughout this process the content and details of the particular reports are crucial.

Whenever a reviewer recommends "accept", but has suggestions for further improvements, this recommendation should be treated as "minor revisions". After receiving the revised version of the manuscript, you should either check by yourself whether the suggestions have been adequately dealt with or send the paper back to the reviewer before making your final recommendation.

The quality of the reports is equally decisive. In particular, reports that are too short (e.g. just a few sentences long) and/or that fail to engage with the content of the manuscript do not carry much weight. In this case, an additional, more substantial report needs to be secured.

Each SI has a corresponding Editor-in-Chief from Synthese, who will work with guest editors to answer any questions they may have about the review process and who will ensure that the journal's refereeing procedures have been properly followed. The publication of the papers in an SI, as with any paper in Synthese, is subject to a final deliberation by the Editors-in-Chief. Please inform authors who submit to your SI that the final decisions regarding their contribution is made after the completed review process. In other words, your decision in the Editorial Management system (EM) is interpreted as a recommendation, not a decision. (The corresponding Editor-in-Chief for an SI is typically the one who conveys to guest editors the acceptance of their SI.)

Guest editors can submit a manuscript to the SI they are editing. These manuscripts will need to be reviewed. To avoid conflict of interest, the corresponding Editor-in-Chief from Synthese will be responsible to identify suitable reviewers and make a decision on guest editors’ manuscripts. When you submit a paper of your own to the SI, please notify your corresponding Editor-in-Chief.

Guest editors will also typically submit an introduction to their SI. Please treat this in the same way as a contribution of yourself: submit the introduction through the Editorial Manager system and notify the Editor-in-
Chief when you do. The Editor-in-Chief may send the introduction to a related expert for comments. Make sure that you submit your introduction before the last paper for the issue has been processed, since otherwise we run the risk that the SI will appear before the introduction is considered.

Note further that only original articles—articles that have not been and will not be published elsewhere by the authors and have no significant parts that fall under this category—are accepted for publication in the journal. The originality of all articles should be verified by the guest editors before they are sent for review. In case of doubt, the guest editors should consult the Editors-in-Chief right away.

It is important to keep a reasonable balance among the invited contributors to a special issue in order to avoid a disproportional number of invited contributions from the same department. Gender balance is also a significant constraint on the composition of the list of invited contributors.

Finally, please note that papers including offensive, discriminatory or intolerant language, impolite tone, personal attacks, libel, defamation, grossly unfair criticism, or deliberate misrepresentation are excluded from all issues of Synthese. If there is a possibility of an appearance of any of these in any of the articles included in the proposed SI, such an article must be flagged by the guest editor who has to notify the Editor-in-Chief in charge of the SI before the paper is sent for review.

Next Steps

All submissions for a Synthese SI are processed via Editorial Manager, so please don’t hesitate to contact the Journal Editorial Office should you have any questions. You can do that via: www.editorialmanager.com/synt (see the ‘contact us’ option). Here are the next steps:

Step 1: You will be contacted by our Journal’s Editorial Office (JEO) with further instructions on how to use Editorial Manager.

Step 2: Invite authors to submit to the SI and send them the instructions for submissions (which should have been sent to you as an attachment together with these guidelines).

Step 3: Inform invited authors of the exact title of the SI in Editorial Manager (as communicated to you through the JEO).

Step 4: Prepare an open call for papers for your SI, based on the template given below. Please note that the list of invited contributors should NOT be provided in the call for papers (since there is no guarantee that their papers will be accepted for publication). In particular, indicate the deadline by which the papers should be received: papers from the open call should be submitted to the SI within five months after the circulation of the call for papers. Before circulating it, send the call for papers to the Synthese editors-in-chief for their approval. Once it has been approved, circulate the call for papers ONE time, in the course of a week, to appropriate venues. Below is the template:

Call for Papers

<SI title>
Guest Editor(s): <name, affiliation>
Special Issue Description: <description>
Appropriate Topics for Submission include, among others: <list of topics>
For further information, please contact the guest editor(s): <e-mail address>
The deadline for submissions is <date>
<guest editor's name and address>
Final Notes and Signature

(A) Once your SI is published, we would be happy to send two copies of it to each editor. If you would like to receive a copy, kindly indicate your complete postal address (with street name and building number) in Editorial Manager and notify your contact during production. Please note that PO Boxes are not accepted.

(B) Please tick the boxes, sign and return a copy of this document to your Editor-in-Chief. Please note every guest editor has to sign separately on this form.

[ ] I have carefully read the information and instructions above.

I understand that:

[ ] Guest editors are expected to circulate widely calls for papers for their SI (papers from the open calls are due five months after the circulation of these calls).

[ ] All submissions to the SI and all communication with reviewers and authors should be done through the electronic editorial system (Editorial Manager, EM).

[ ] For a paper to receive an “acceptance” recommendation from a guest editor, the paper needs two independent “acceptance” recommendations from reviewers.

[ ] Guest editors will ensure the quality of the refereeing process. In particular, if a report is too short (just a few lines long) and fails to engage with the substance of a submission, a new report needs to be secured.

[ ] If there is a possibility that any paper submitted to the SI includes, or has the appearance of including, offensive, discriminatory or intolerant language, impolite tone, personal attacks, libel, defamation, grossly unfair criticism, or deliberate misrepresentation, the guest editors must flag such a paper and notify the Editor-in-Chief in charge before the paper is sent for review.

[ ] Authors can be invited to submit to an SI, but they cannot be promised a publication.

[ ] All decisions by guest editors in Editorial Manager are recommendations to the corresponding Editor-in-Chief.

[ ] Guest editors should ensure that, to the best of their knowledge, all contributions to an SI are original.

[ ] If guest editors submit a paper to an SI they are editing, they need to contact immediately their corresponding Editor-in-Chief, who will then be in charge of the review process of their papers.

[ ] Guest editors will act promptly whenever a paper in EM needs an action from them, and no later than after one week.

[ ] Guest editors will typically provide an introduction to the SI and will do this before the final paper is in the system. Again, guest editors will notify the corresponding Editor-in-Chief.

[ ] When guest editors are in doubt, they will contact the corresponding Editor-in-Chief.

Date ………………………… Name …………………………………………

Signature ……………………………