How to execute a special issue – Technical guide for acting guest editors of special issues

Dear Guest Editor,

Your proposal for a special issue has been accepted.
The following procedures and rules are to be followed:

AUTHOR INVITATION

1.   The Guest Editor (GE) should begin soliciting submissions immediately after the Editor-in-Chief's (EiC) approval. The invitation letters should make it very clear that the planned issue will be thoroughly refereed. A deadline for submission should be mentioned. A link to the instructions for authors on the journal's homepage www.springer.com/530 can be included.

SUBMISSION and REVIEW PROCESS: using the Editorial Manager System

2.   The EiC will forward to Springer's contact person for Editorial Manager (called JEO) the title of the issue and the name(s) of the GE plus email address.
The title of the SI will be listed in the "pull-down" menu of the submission site so that authors can select the appropriate SI.

3.   Submissions and the review process of all submissions are managed electronically using Editorial Manager (EM). Access at http://mmsj.edmgr.com/.
At the beginning of the submission process, authors MUST indicate the Special Issue to which their paper is being submitted. This will be facilitated by the above mentioned pull-down menu.
Authors are invited to follow the Instructions for Authors.

4.   The GE manages the review process, as agreed between him/her and the EiC. The GE can edit the default letters that EM automatically generates. Every effort should be made to secure the reviews in a reasonable time.

5.   After receipt of the referees' reports, those authors who have to revise their manuscripts should be notified immediately by the GE through EM, as well as rejection letters. At the same time, a fixed deadline for returning the revised manuscripts should be set (e.g. one month).

6.   Upon the completion of the review process, with the GE's recommendation about acceptance or rejection, the entire material will be reviewed by the EiC. The final decision for each article is taken by the EiC. Only after the EiC's agreement the authors will be notified of the final acceptance/rejection of their manuscripts.

7.   The review procedure of the GE's own submissions will be handled separately and has to be clarified and agreed upon with the EiC and the "shepherd".

FINAL PUBLICATION

8.   The GE should send the table of contents giving the order of the papers to the editorial office and production department, and submit a preface/guest editorial for the issue.

9.   The EiC or the "shepherd" will notify the Springer JEO that the collection is ready to go to the Springer's production department.

10.   Accepted papers are processed by production and appear "Online First". Only when all papers (including the preface or guest editorial) for the collection are "Online First", the special issue can be "bundled" and a volume and issue number assigned.

SIZE OF THE SPECIAL ISSUE

11.   When calculating the size of the special issue, the GE should keep in mind that the default size of an issue of the journal is approximately 96 printed pages. The conversion ratio from the size of manuscripts to the size of printed pages is approximately 1:1 in the case of submissions in Tex (LaTex template available in the instructions for authors), and about 1:1.5 in the case of typed manuscripts (WORD – no template available).

For all questions you may have, please feel free to contact:

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Journal's homepage : www.springer.com/530