GUIDELINES FOR SPECIAL ISSUES

Regional Environmental Change enables, encourages and initiates the publication of Special Issues. The following are the guidelines for the preparation and publication of such issues.

Preparation of a Proposal

Guest Editors for Special Issues are accepted by the Editors-in-Chief and the Special Issue Editor of the journal. The Guest Editor(s) should prepare a proposal for the Special Issue and submit it to the Special Issue Editor, Editors-in-Chief and the publisher for their approval.

The proposal should contain the following information:

- the tentative title of the Special Issue,
- approx. one page outline summarizing the objectives of the Special Issue, a short statement from each guest editor about their scientific background and experience with editing,
- the tentative time schedule, and,
- the listing of tentative contributions (paper titles and authors), and which Guest Editor will handle which paper.

Peer Reviewing Procedure

Guest Editors are expected to keep in close contact with the Special Issue Editor and Editors-in-Chief.

Guest Editors are expected to select authors and to invite them to submit high quality (in terms of science, English and presentation) papers to the Special Issue; to select reviewers for the submitted papers; to handle all aspects of the papers’ review and editorial decisions in an efficient and timely manner (the journal policy is for reviews to be completed within three weeks); and to remain in contact with
the Special Issue Editor and Editors-in-Chief in all other matters concerning the Special Issue. Guest editors cannot handle papers submitted to a special issue involving co-authors from their own affiliation or other conflicts of interest.

All articles appearing in a Special Issue should conform to the standard editorial and publication policies as outlined for the journal. This implies that each manuscript will be original, not be published formerly elsewhere and will be peer reviewed by at least two international specialists in the field. The reviewers should be independent from the authors’ affiliation. It is also important that at least one reviewer originates from another region than the study region (ideally another continent), and that there are reasons to believe that the reviewers might accept the invitation.

In case major revisions are asked for by any of the referees, the revised text should be reviewed again by at least one referee.

**Editorial Manager**

Special Issues are processed in the Editorial Manager system. Each Guest Editors is granted an Editor login to the system, allowing them to assign reviewers and to oversee the review process.

**Special Issue Workflow**

After submission papers are assigned to the Special Issue Editor of the journal who will assign them to the Guest Editors. The Guest Editors will invite reviewers for the papers and handle the review process and search the Editorial Manager database system to find reviewers. Should the results not show a particular reviewer, there are a few simple steps involved to register a new reviewer. At this stage, the option of ‘sending a message about registration’ to a new reviewer should NOT be selected as this may cause confusion.

New reviewers should be invited using a pre-prepared e-mail available in the system. It is important that the messages are customised to motivate the reviewer by using the ‘customise’ button. This enables the e-mail to be modified to create a more personal message, possibly relating the request to match the reviewer’s profile.

The ‘details’ part of the menu for each manuscript lists the reviewers suggested by the authors. Guest Editors are responsible for selecting the most appropriate expert reviewers and should therefore carefully check the credentials and expertise of any reviewer suggested by the authors. Pay particular attention to e-mail addresses and affiliations to avoid any fake e-mail addresses and fraudulent
researchers reviewing their own work.

It is advised to simultaneously invite 3-4 reviewers, in case of non-responsive reviewers or unaccepted invitations. Those reviewers invited as 3rd and 4th can be classified as ‘alternative reviewers’ and will receive an automatic invitation should one of the first reviewers decline.

When reviewers return their reviews Editorial Manager will automatically inform the Guest Editors, who can access the review via the system. Automatic reminders can be sent to reviewers and Guest Editors.

Should the Guest Editors be informed, or become aware of, a change of authorship then this must be discussed with the Special Issue Editor and the Publisher.

Please note that changes in authorship are only allowed pre-acceptance of submitted papers and after the completion of a ‘Change of Authorship Request Form (pre-acceptance)’ form which will be provided by the Publisher.

**Acceptance by the Editors**
In consultation with the Guest Editor and the Editors-in-Chief, the Special Issue Editor will make the decisions regarding: rejection, major or minor revision, and final acceptance.
Authors will be automatically notified of decisions through Editorial Manager.

**Time Schedule**
Guest Editors should prepare a time schedule and inform the authors and reviewers of this. Guest Editors should remain in contact with the Editors-in-Chief and Publisher regarding the status of the Special Issue on a regular basis (every 3-4 months).

It is the responsibility of the Guest Editor to ensure a thorough and speedy review procedure. The journal policy is for reviews to be completed within 3 weeks and editorial decisions must be made within 3-4 days of the completion of the reviews.

Guest Editors should only assume their role if other scheduling constraints allow them to dedicate the necessary time to manage a Special Issue. The typical time from inception to completion of a Special Issue is 1-2 years.

The time between the acceptance of the first and last paper of the special issue should be as short as possible.
Special Issue: Editorial
Guest Editors are also expected to write an introduction or overview (1–2 pages) as a Preface for their Special Issue.

Size
Each Special Issue is devoted to a single, well-defined topic; the number of papers in a Special Issue can be as few as 6 or as many as the Guest Editors solicit.

Typically a Special Issue does not contain sufficient papers to complete a full issue of the journal, in these cases the Publisher will include regular papers to complete the print issue.

The title of the topic as well as the guest editor’s names will appear on the cover and on the contents page of the issue, including the online version.

Author Instructions
Authors can submit their paper through this link: https://www.editorialmanager.com/mari/default.aspx by selecting the Special Issue as article type in the dropdown menu.

Instructions regarding electronic submission of manuscripts can be found at http://www.springer.com/environment/global+change+-+climate+change/journal/10113/PSE

Colour Images/Page Charges
Colour images will be included in both the print and online issue free of any costs. There are no page charges.

Mechanics of Publication
The Guest Editor will receive a full set of proofs (in case of multiple Guest Editors the Publisher will supply multiple sets of proofs). The corresponding Authors will receive author’s proofs.

Checklist
When finalising the Special Issue for publication with journal production, Editors-in-Chief and the Publisher, the following should be considered:

1. Preface or Guest Editorial
2. Sequence of papers
3. Full names and affiliations of the Guest Editors (correct spelling and sequence of names as they should appear in the Special Issue)
After Publication
The Guest Editor(s) will receive two print copies of the Special Issue.

For any questions regarding Special Issues please contact:

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