

## **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:

### **1.1. Books for Review**

Books for review are invited and should be sent directly to the Journals Office of the publisher. The Journal publishes long discursive reviews of selected books and short epigrammatic characterisation of others.

### **1.2. Research Scripts**

Regular scripts may comprise a maximum of 14 journal pages, including figures, tables and references. One journal page corresponds to ca. 700 words. For exceptional cases authors are advised to contact the editor prior to submission of the script.

### **1.3. 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.

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

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. They should be brief and to the point, and should contain no more than 3 journal pages, including tables or figures.

#### **1.5. Review Articles**

Occasionally, invited critical state-of-the-art reviews will be included, 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.

#### **1.6. Comments/Discussions and Replies**

Comments/Discussions should comprise 1,5-3 journal pages and Replies ca 2 journal pages.

#### **1.7. 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.

### **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 Editors. The Guest Editor(s) should submit to the Editors 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 elsewhere in a journal 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.

Selected papers from Conferences can be invited for a special issue, but the SI should not be regarded as Conference Proceedings.

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

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

\*For each special issue one of the Editors will act as Responsible Editor.

### **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 Responsible Editor and publisher regarding the status of the special issue on a regular (every 3-4 months) basis.

### **Size**

Each issue will usually contain about 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/10706>

### **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

### **Procedure 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 Editors, 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:

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