

## Guidelines for Guest Editors of Special Issues in *Climatic Change*

Please submit proposals for special issues to the *Climatic Change* office ([climaticchange@stanford.edu](mailto:climaticchange@stanford.edu)). The proposal should include:

- a description of the overall theme, purpose, and value of the special issue,
- a preliminary table of contents, including titles, authors, and a short description of each paper (a sentence or two, at a minimum, or a brief outline or abstract),
- a tentative time line of dates for submission of articles, review period (accounting for initial review, revision, and re-review time), and publication (these dates are flexible and may be updated during the review process), and
- a list of all guest editors and contact information (email and mailing address, phone number, and institutional affiliation). Please identify a guest editor who will assume primary responsibility for administration of the review process.

The proposal should identify potential synergies, cross-cutting issues, and overlapping content as well as the general context for the special issue. *Climatic Change* gives preference to special issues that are consistent with the aims of the journal to promote interdisciplinary research or research that is relevant to an international audience. Thus, proposals that are more regionally focused are advised to demonstrate how the conclusions and insights may be applicable beyond the area of study; case studies are discouraged.

The length of a typical issue is approximately 200 printed pages for a single issue (roughly 325 double-spaced manuscript pages) up to approximately 350 printed pages for a double issue (roughly 550 double-spaced manuscript pages). Smaller collections of papers (less than 100 pages or 8 articles) may be published as a Special Topic along with regular articles in a combined issue. Please note that *Climatic Change* requests a 6000 word-equivalent maximum per article (12 printed pages), including all text, figures, and tables (figures and tables are counted as 300 words each). Some leniency is extended up to 20%, but excessively long submissions will be returned to the authors to shorten.

The proposal will be reviewed by the Editors-in-Chief and a Deputy Editor, knowledgeable in the subject area of the special issue, who will oversee the special issue.

Once the special issue proposal has been approved by *Climatic Change* editors, the Guest Editor(s) will

1. submit a list of potential reviewers (at least three per article; six is recommended) for each submission to *Climatic Change* for approval by a Deputy Editor, who will review the suggestions and may suggest additional potential reviewers; the length of time for the review process may be shortened if guest editors contact the reviewers in advance to get their agreement to review.
2. instruct authors to submit manuscripts online through [www.editorialmanager.com/clim](http://www.editorialmanager.com/clim); select Article Type: <Guest Editor Name> Special Issue; authors should clearly state in the <Author Comments> section that their paper is intended for the Special Issue and provide the name of the Guest Editor; the tentative Table of Contents should be included as an attachment for all submissions (please make sure you have provided this to all your special issue authors); all incoming submissions are monitored for length by the

publisher's journal assistant and any manuscript over 7200 words will be returned to the author to reduce the length in compliance with the journal policy (each submission is granted three "free" figures that do not count toward the 7200 word upper limit); general Instructions for Authors are available on the Springer website: [www.springer.com/clim](http://www.springer.com/clim).

3. be assigned editor privileges in Editorial Manager, our online manuscript tracking system for submitting manuscripts to *Climatic Change*; the primary Guest Editor will receive all incoming submissions to the special issue and will be able to transfer submission assignments to Guest Co-Editors.
4. administer the review process of submissions through Editorial Manager, including soliciting reviews, following up with late or non-responsive reviewers, inviting revisions, and recommending final decisions to our editors; where the primary Guest Editor is an author, please identify an appropriate Guest Co-Editor to oversee the review; our Deputy Editor will administer the review process for those submissions where all the Guest Editors are co-authors, e.g., the introduction.
5. prepare an introduction for the special issue that, at a minimum, summarizes the context, content, and contributions of the special issue; the format is flexible and may be expanded to include further analysis and synthesis.
6. advise the *Climatic Change* office of any changes to the special issue.

For further information, please contact the *Climatic Change* office at [climaticchange@stanford.edu](mailto:climaticchange@stanford.edu)

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