GUIDELINES FOR SPECIAL ISSUES

Origins of Life and Evolution of Biospheres

Web site: http://www.springer.com/life+sciences/journal/11084

The Journal encourages the publication of occasional Special Issues and proposes the following guidelines:

**Preparation of a Proposal**

Potential Guest Editor(s) should submit a proposal to the Editors, containing the following information:

- Tentative title of the special issue
- One page outline summarizing the objectives
- Tentative time schedule
- List of tentative contributions (paper titles and authors).

**Peer Reviewing Procedure**

Guest Editors* should keep in close contact with the Co-Editors and inform them of the full Table of Contents and outline of the issue as soon as it is available. In short, the Guest Editors are expected to select authors and to invite them to submit 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 30 days), and to keep in touch with the Co-Editors in all other matters concerning the Special Issue. 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, will not have been published previously and will be peer reviewed by at least two international specialists in the field. In case major revision is asked for by any of the referees, the revised script should be reviewed again by at least one referee.

* If several Guest Editors (GEs) are proposed, one GE will act as corresponding GE.

**Final Acceptance by the Editor**

The completed Special Issue, together with all necessary production materials should be sent to the Co-Editors for final acceptance. The Guest Editor will be asked to submit a Preface.
Documentation

Guest editors will receive Authors instructions, Copyright Transfer Statement forms, review forms, as well as a Special Issue contract if necessary.

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 Co-Editors and publisher regarding the status of the special issue on a regular (every 3-4 months) basis. We reiterate that Guest Editors must handle the papers’ review processing and editorial decisions in an efficient and timely manner. The Journal policy is for reviews to be completed within 30 days and editorial decisions must be made within a few days of the completion of reviews. Guest Editors are also expected to write an introduction or overview (1–2 pages) as a preface for their Special Issue. We strongly recommend that Guest Editors only assume their role if other scheduling constraints (such as field work) allow them the necessary amount of time to dedicate adequately to managing a Special Issue over the next year or more; the typical time from inception to completion of a Special Issue is one to two years.

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 5 or as many as the Guest Editors solicit. For issues that will contain more than 10 papers, the Special Issue may be printed as comprising two issues of the Journal. The title of the topic as well as the guest editor’s names will appear on both the cover and on the contents page of the issue.

Author Instructions

Instructions, also regarding electronic submission of manuscripts can be found at http://www.springer.com/authors/journal+authors?SGWID=0-154202-0-0-0

Color Images

Color images can be included and are free of cost.
Checklist

When submitting final accepted material to the publisher, the following should be included:

1. dates received/accepted
2. sequence of papers
3. names, full address details including email addresses of the corresponding authors
4. High quality electronic versions of the figures (at least 300 dpi)
5. Preface or Guest editorial

Mechanics 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). The corresponding authors will receive author’s proofs.

If desired by the Guest Editor(s) and the Editor, Springer will also 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 complimentary copy of that special issue and 25 copies of offprints 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:

Editor-in-Chief
Origins of Life and Evolution of Biospheres
Prof. Alan W. Schwartz

Dr. Elodie Tronche
Publishing Associate Editor
Springer
Postal Address: P.O. Box 17, 3300 AA Dordrecht, The Netherlands
tel: +31-78-6576148
e-mail: elodie.tronche@springer.com