

# Special collection proposal form

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## Introduction

Special Collections are collections of papers devoted to a particular topic that are edited by guest editors and published online with a shared landing page, branding, summary etc. In most cases authors are invited to submit to a collection. In some cases these will have been part of a previous event that now warrants more formal publication. All submissions to a special collection are subject to the journal's standard peer review processes, as detailed on the Editorial Policies page of the website, and guest editors will be expected to use the journals editorial system to process submissions.

Collections should aim to have a strong thematic unity, however, a wide or narrow scope of the subject area being covered will be considered. A collection may be constructed of stand alone papers that are only connected by their shared subject area, or they may be more interconnected, with papers 'talking' to each other to provide a more cohesive collection of related papers.

Collections have no maximum number of publications, however we recommend that 8-15 papers is an achievable target for a guest editor/small team to manage. Collections under 5 publications are unlikely to be accepted (although they may still be submitted to the open volume of the journal as individual papers). Submissions must adhere to the standard journal author guidelines (e.g. word limits) unless otherwise agreed beforehand.

Once a proposal has been received the editorial team will assess the details and promptly reply to the submitting guest editor with the decision. The proposal should be sent directly to the editorial team, with the below information provided within a single file:

- 1. Title of the proposed SC**
- 2. Names of the guest editors, current affiliation/position & contact email**
- 3. Goal of the proposal**
- 4. Background of the proposal**
- 5. Relevance to current research**
- 6. List of contributors and titles of each contribution (and declare whether these are confirmed or still require confirmation)**
- 7. Proposed timeline**

The total time from acceptance to finalization of a Special Collection should not exceed 12 months.

Provide (approximate) dates for the following:

- (i) deadline first submission
- (ii) completion first review round (max. 6 months after the acceptance date)
- (iii) deadline revised manuscripts
- (iv) completion of the review and revision process

#### **8. Financial status**

The journal is 100% open access and is financially viable via Article Processing Charges (APCs) – see website for details. Please state whether you have full/part funds to cover the APCs for the proposed publications. If not, please state whether authors have their own APC funds and the proportion of submissions that would require a waiver to be granted.