



**Science & Engineering Research Support soCietY**

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## Guest Editor Guidelines for Special Issue

### 1. Quality

- Papers *must* be double-blind refereed according to the support society's strict standards. Papers should preferably be sent to 3 referees (2 minimum) and must be amended according to their comments. If one referee accepts the paper and one rejects it, the decision of the third referee is final. Guest Editors should retain the referees' reports until the paper has been published. The publisher reserves the right to re-referee and/or reject an accepted paper if the paper does not meet the criteria outlined in the review form or if the paper is in some other way deemed unsuitable.
- Also, there should be a balance of papers internationally and topically, and account must be taken from the status and credibility of the research centers from where the submitted papers are accepted and published.

### 2. Conference papers

It is not unusual for papers to be submitted that are based on conference papers, which may have been published elsewhere. These papers require special care. It is important to observe the following in considering submissions based on those:

- If the original conference paper has been published elsewhere, or the copyright has been assigned to the conference organizers or another party, the Author is required to ensure that he/she has cleared any necessary permission with the copyright owner in the original. Paper submitted to the journal will not be accepted unless such permissions have been obtained.
- The submitted paper must be substantially revised, expanded and rewritten so that it is significantly different from the conference paper or presentation on which it is based. The paper must be sufficiently different to make it a new, original work. This is unlikely to be the case if less than 50% of the paper is clearly new. This is a matter of judgment that should be based on a comparison of the submitted paper with the original conference paper.
- The paper must contain a statement fully acknowledging the original conference paper:  
*This paper is a revised and expanded version of a paper entitled [conference paper title] presented at [name, location and date of conference].*

### 3. Guest Editor's General Role

- Guest Editors should use the 'call for papers' to send to invited authors. Experience shows that many of the high quality papers are often received in response to direct invitations.
- Guest Editors should appoint a panel of referees to help them in their task, bearing in mind the comment above concerning papers authored by Guest Editors or by members of Guest Editors' research groups.

- Both general and special issues should not have more than one paper submitted by an author, unless there is a very strong reason for that.
- If Guest Editors receive more high quality refereed and accepted papers than would fill a double issue, please let the Editor-in-Chief know to discuss the possibility of another special issue in the journal or a further special issue in a different, relevant SERSC journal. If a different journal is proposed, the Guest editor must contact each author to advise him/her of the reasons, and to seek his/her explicit consent. Under no circumstances should a paper be published in a different journal without the prior written consent of the author.
- Guest Editors can choose referees to help them, as they wish, from experts in the subject of the special issue. Since the refereeing process is a blind one, Guest Editors can also use some of the authors as referees if they have problems in appointing enough referees.
- An example of a *timetable* for editing a special issue is as follows. Allow:
  - Two-Three (2-3) months for invited authors to submit the first draft of their papers;
  - Minimum of one (1) month for the refereeing process and to inform the authors of the outcome of the refereeing process and of any changes requested by the referees.
  - One (1) month for authors to resubmit the final manuscript of their papers after incorporating any changes requested by the referees.

#### 4. Submission Guidelines

All accepted papers will be published by the web first, and included in the hard copy journal later. Authors should submit paper with about 12 to 18 pages by using online systems of respective journal.

##### Paper Format:

[http://www.sersc.org/journals/PaperFormat\(MS-Word\).doc](http://www.sersc.org/journals/PaperFormat(MS-Word).doc)

#### 5. Review Process

##### A. Initial Screening

All submitted and invited papers should go through an *initial screening process* to weed out papers which are not suitable or have different focus, papers which are marginal, weak papers, etc. Only good and relevant papers should be processed and sent to referees (we do not want to waste the time of the referees by sending poor or marginal papers to them).

Send every paper which passes the initial screening process to be refereed by three experts.

##### B. Refereeing Process

Since the refereeing process is a blind one, Guest Editors can use some of the authors as referees if they have problems in appointing enough referees.

- If two referees accept the paper, the paper is then considered for selection. However, if they accept the paper BUT the paper only scored marginal or just acceptable for Originality, Quality, Relevance, Presentation and Recommendation, then the paper is not up to the standard of the journal and the editor should reject it.
  - If two referees reject the paper, the paper is rejected and the authors are informed.
  - If two referees disagree, then the third referee's decision is final.
- Guest Editors may reject papers which have been rejected by referees but cannot send acceptance letters to authors until the selected papers for the special issue and their refereeing reports have all been reviewed by the Guest Editor.

- Papers authored or co-authored by Guest Editors or by authors from the Guest Editor's institution must be sent to the Editor or relevant Associate Editor responsible for Special Issues (if one is available) who will arrange for the paper(s) to be refereed independently.

Guest Editors must ask the authors of accepted papers to sign a copyright agreement form to assign the copyright of their papers to the publisher. If the paper has more than one author each author can sign the same SERSC Copyright Agreement Form. The signed copyright forms must be submitted by authors to the Guest Editors. Copyright Agreement forms are available on the website as a part of guidelines for authors. Papers cannot be published unless a signed copyright form from each author, assigning the copyright of papers to the publisher, has been received.

## 6. Publication Process

When Guest Editors have the *final manuscripts* of all the refereed and selected papers for the special issue they should send a copy of all the papers and referees' comments to the Editor-in-Chief for his or her review. The Publisher reserves the right to make a final review, i.e. *final acceptance of the papers is subject to this final review process which is a part of the publisher's quality assurance process before publication*. The Editor-in-Chief will provide details of where to send the papers for typesetting.

The final manuscript of each selected paper should include:

- Title of the paper, names of authors, their affiliations, complete addresses and e mail addresses.
- The name, address, email address and fax number of the corresponding author to whom the proofs of the typeset paper should go to for checking.
- A brief abstract.
- Keywords.
- Brief biographical notes about authors.
- High quality and high resolution figures capable of printing high quality figures in black and white.
- Each paper must have the SERSC Author Agreement (Copyright form) completed by the author. If a paper has more than one author each author must sign a Copyright form of their own. It is not acceptable for one author to sign on behalf of all authors. As per above, papers will not be processed unless accompanied by a signed Copyright form from each author. The form can be downloaded from the website at:  
<http://www.sersc.org/journals/SERSC%20Journal%20Copyright%20Form.pdf>

If papers have been refereed and accepted and sent for typesetting, the authors have to abide by what they have written; no further changes are acceptable in:

- *Author's details (e.g. adding more names or deleting names) or in their sequence*
- *The content of the paper (except for typesetting corrections)*

If authors wish to make changes to content, then the paper has to be *withdrawn* and must go back to be refereed as a new paper. If there is any dispute about authorship or intellectual property, the paper must be withdrawn completely from publication until the authors settle their legal claims. It is not the publisher's responsibility to solve or interfere in any intellectual property dispute.

## 7. Typesetting

- When the papers for the special issue are accepted by the final review process, the papers are processed for *typesetting* and all the succeeding publication processes will be conducted by the publisher.
- The corresponding author of each paper will receive by email the proofs of his/her paper to check. He/she must return the corrected proofs within *seven days* in order to avoid any delays in publishing the special issue. If we have not received a response by then, we will contact Guest Editors to help chase the author for a reply.
- After having their corrections incorporated by the typesetter, the proofs will again be sent to authors to check and to ensure that all their corrections are included. *It is the responsibility of authors to check and correct the proofs of their papers.* Papers cannot be published until they are checked and approved by authors. And *papers cannot be amended once they are published*, except in very exceptional circumstances, so authors should take great care in approving the final version for publication.