SPECIAL ISSUE GUEST EDITOR GUIDELINES

The purpose of these guidelines is to provide support and assistance to, as well as outline responsibilities of, guest editors of special issues of the Australian Journal of Psychology. By observing these guidelines, you will assist in ensuring a smooth and streamlined peer review process and in ensuring that manuscripts of high quality are submitted and accepted for the issue in question.

Content

Each issue of the AJP is subject to strict page limits. A typical special issue comprises 6-7 articles, with no more than 6000 words each. The Guest editorial is typically about two printed pages, ranging from approximately 700-1200 words.

Peer Review

1. Once your proposed special issue is approved by the editor-in-chief, you may wish to discuss the option of publishing a formal ‘call for papers’ in a forthcoming issue of the journal. Alternatively, guest editors can select and target specific authors for their issue.

2. Confirm copy deadlines with editor-in-chief and the journal’s editorial assistant. Material for peer review will normally need to be submitted at least 4 months in advance of the copy deadline to allow time for the review process.

3. Typically, and to expedite the whole process, reviews are conducted by other authors of the special issue. These are all experts in the field, committed to seeing the special issue produced, and are committed to being as constructive as possible in the evaluation of a manuscript.

4. The peer review process for special issues is run through ScholarOne (http://mc.manuscriptcentral.com/tajp).
   This means:
   - the editorial office can assist in monitoring the turnaround time for manuscripts
   - the editorial office can ensure that material is accepted on time in accordance with publishing deadlines
   - all material is stored in one central location to which authors, editors, reviewers and the editorial assistant all have access.
   - the review process is transparent

5. If material for a special issue has been solicited before manuscripts are submitted online, the guest editor should provide the editorial assistant and editor-in-chief with:
   - a working title for the special issue
   - working titles for manuscripts
   - author details
bullet editorials intended for the special issue and the intended authors (editorials may be submitted offline to the editorial assistant as email attachments rather than via ScholarOne)
bullet any other information particular to the special issue in question

This also allows the editorial assistant to ‘mark off’ intended submissions as they appear on ScholarOne. (If there are any delays with the submission of special issue papers, the editorial assistant is then aware of the authors who require follow-up.)

6. Authors from whom special issue manuscripts are solicited should be directed to the journal’s author guidelines before submitting online, as their work will need to comply with these instructions (http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1742-9536/homepage/ForAuthors.html).

7. Authors must also be informed that submission will not guarantee publication. It is essential that articles accepted for special issues have been subjected to the peer review process.

8. It is likely that many guest editors will already have an account on ScholarOne, as they may have written or reviewed papers in the past. If this is not the case, the editorial assistant will create a user account on the guest editor’s behalf. The existing or new account will then be updated to temporarily provide the guest editor with ‘associate editor’ status.

9. This will allow the editor to:
   - view the submitted manuscript
   - invite and assign reviewers: it is preferable that each manuscript is reviewed by at least two reviewers
   - make a recommendation once all reviews have been returned.

10. The editorial assistant will provide the guest editor with a document summarising the associate editor role and ScholarOne tasks. Support will also be provided should the editor have any queries about these processes.

11. Once the guest editor makes a recommendation, this recommendation will move to the ‘awaiting editor-in-chief decision’ section on ScholarOne. The editor-in-chief will then need to approve the guest editor’s recommendation and send the final decision email to the author.

12. Whether the editor-in-chief prefers to give the final ‘rubber stamp’ should be decided between the editor-in-chief, the guest editor and the editorial assistant. If the editor-in-chief is happy for the guest editor’s recommendation to stand as the final decision, the editorial assistant may approve the guest editor’s recommendation on the editor-in-chief’s behalf.
Timing of publication

The journal prefers to publish special issues as the first issue of the year, being the March issue. Accepted papers are usually required on or around the end of December for a March cover month.

Production Process

Once manuscripts are accepted the Editorial Assistant will arrange for them to be sent to Wiley-Blackwell’s production office. The Production Editor will arrange for the papers to be copyedited, and typeset. Please note that the copy edit is a non-intrusive edit focused on correcting obvious errors and removing ambiguity. Concerns about quality of expression should therefore be addressed during the review process.

When the first proofs are ready, they will be sent to the guest editor(s), Editor-in-Chief and individual authors for checking. Guest editor(s) will receive the proofs for the whole issue, including covers and Table of Contents. The guest editor(s) and authors will be provided with instructions on how to correct and return proof corrections to the production editor, and the due date by which corrected proofs should be returned. Guest Editor(s) do not receive revised proofs for checking. Please note that the Editor-in-Chief receives proofs for information only: the Editor-in-Chief will not correct the proofs.

Author Services

When accepted papers are lodged with the publisher, corresponding authors will be sent an introductory email with information about ‘Author Services’. Author Services provides general information for authors, as well as providing a tracking facility that enables authors to receive information about the status of their paper as it moves through production. Authors can also use the site to access the PDF offprint of their article after publication, and to nominate up to 10 colleagues to be provided with access to their published articles.

Early View

If any articles are received by our production team two weeks earlier than the scheduled issue copy due date, they may be published using Wiley-Blackwell’s article-by-article publishing service, Early View.

Early View articles are complete full-text articles published online in advance of their publication in a printed issue. Articles are therefore available as soon as they are ready, rather than having to wait for publication in the scheduled print issue.

Early View papers have been fully reviewed, revised and edited for publication, and the authors’ final corrections have been incorporated. Because they are in final form, no changes can be made to Early View articles after online publication. The nature of Early View articles means that they do not yet have volume, issue or page numbers, so Early View articles cannot be cited in the traditional way. They are therefore given a Digital Object Identifier (DOI), which allows the article to be cited and tracked before it is allocated to an issue. After print publication, the DOI remains valid and can continue to be used to cite and access the article.

Performance and Standards

Guest editors are asked to:

- Keep to the schedule set by the Publisher.
- Make every effort to ensure that there is no defamatory material in the papers accepted for publication.
• Ensure that the content of contributions meets appropriate ethical proprieties and high international standards of ethical practice in respect to research involving human or animal subjects.

• Maintain the integrity and confidentiality of the authors’ work while that work is being evaluated for publication.