Guest Editor Resource: Special Issues

The purpose of this guidance is to provide support and assistance to, as well as outline responsibilities of, Guest Editor/s of special issues of the *Australian Psychologist*. It is important to highlight that your work for the journal is a service you are providing to the Australian Psychological Society (APS) and the profession of psychology. The publisher (Wiley) is contracted by the APS to publish the APS flagship journals, and those serving in Editor-in-Chief (EiC), Associate Editor, and Guest Editor roles are ultimately responsible to the APS. This means that there are some unique features of the duties and responsibilities for Guest Editors for *Australian Psychologist*.

**Step 1: Prepare a Proposal**

Proposals for Special Issues should be lodged with the EiC for Editorial Board review and comment. All proposals are reviewed by at least two members of the Editorial Board.

The following information is required in full proposals:

(a) aims and scope of the issue;

(b) where relevant, an outline of colleagues serving as Guest Editors, who will actively contribute to the management of manuscripts and solicitations of peer review of submissions (i.e., individuals cannot be included in name only);

(c) outline of editing experience for all Guest Editors;

(d) list of potential reviewers;

(e) list of potential submissions;

(f) list of 2 highly cited* colleagues within Australia, and 2 highly cited colleagues from outside Australia, who will be invited to provide comment on the entire issue;

(g) detailed timeline for the Special Issue, including reminders, manuscript due dates (recommended at least 6 months prior to delivery to Wiley production staff), timeframes for reviewer feedback, author revisions, timelines for Invited Commentaries, production timeframe (1 month), time for author review of page proofs (5 working days); and

(h) due date for the Guest Editor/s editorial.

*The term “highly cited” refers to individuals with high h index ratings (i.e., > 20) and a high total number of citations (i.e., > 500) within the Scopus database.

**Length of Submissions**

Each issue of the *Australian Psychologist* is subject to strict page limits as there are implications for distribution if an issue publishes at a longer length than planned. Page length is determined after papers are accepted during typesetting, however the below gives an indication of the approximate word length of papers to be included. The journal’s Author Guidelines outlines that Special Issues are to be comprised of the following:

- An Editorial by the Guest Editor/s (between 700-1200 words)
5-6 Original Articles (maximum 8000 words each, inclusive of all matter, i.e., any tables, figures and references)

2-3 Commentaries – these should be in relation to the issue theme and solicited from local and international highly cited individuals (maximum 4000 words each, inclusive of all matter)

Acceptance Policy

A further requirement of all APS journals is that the final decision of acceptance for articles rests with the EiC. Guest Editor/s should not make commitments to submitting authors regarding publication.

The Timeline for Special Issues

The timeline is a very important consideration for Special Issues in Australian Psychologist. Many contributors will have experience with other journals that have flexible publication timeframes. As Australian Psychologist is highly read and is mailed to 15,000 psychologists across Australia with other APS documentation, the journal does not have flexibility in the publication schedule.

It is acknowledged that Special Issues are difficult to keep on track because of the dependence on many factors that cannot be controlled (i.e., delays in authors preparing manuscripts, delays in securing reviews, delays in securing revisions to reviews, delays in securing author review of page proofs). For these reasons, all special issues are required to have an 18-month timeline from the date of Call for Papers through to publication.

The journal prefers to publish Special Issues as the first issue of the year, being the February issue. Accepted papers are usually due to be sent to production four months in advance of the cover month.

In the event that a Special Issue is running behind schedule, it is important that this is communicated to the EiC with at least 6 months remaining in the timeline, so that the Special Issue may be re-assigned to a later issue. It is not possible for the journal or Wiley staff to accommodate an increase in workload due to last minute or rushed Special Issues that are running behind schedule.

Recommended Reminder Protocol

It is strongly recommended that Guest Editor/s adopt the following reminder protocol for manuscripts: (a) 8 weeks prior to the due date – a courteous reminder of the due date and request for authors to identify any anticipated delays to the submission of their work; (b) 1 week reminder prior to the due date, (c) reminder on the day following the due date in the event that the submission has not been received, and finally (d) a courteous phone call 1 week following the due date in the event of a non-response to (c). This protocol has proven effective in over 10 Special Issues for various journals. Details of the reminder protocol should be included in the timeline for the proposal.
Step 2: Conference Call

Following review and approval of the proposal, it is important that a conference call is arranged with the EiC, Editorial Assistant, and the Guest Editor/s to discuss expectations and requirements with regard to content and processes. This is an important opportunity to review the timeline and discuss the supports that would benefit Guest Editor/s.

Step 3: Call for Papers

Following the conference call, the Guest Editor/s will submit a draft of the Call for Papers to the EiC for Editorial Board review and comment (Calls are reviewed by at least two members of the Editorial Board). Calls enable the local and international community to consider submissions to the Special Issue, but the Guest Editor/s are also encouraged to make direct contact with colleagues to solicit submissions. However, it should be noted that manuscripts other than Commentaries cannot be guaranteed acceptance, and that they are subject to peer review and approval by the Guest Editor/s and EiC. Once approved, the Call for Papers will be allocated for publication to an issue, and then the timeline for the Special Issue will officially begin.

Step 4: Manuscript Outlines

Authors should be required to submit outlines/abstracts of their manuscripts for review by the Guest Editor/s prior to the preparation of their manuscripts. This enables the Guest Editor/s to identify any content issues and provide early feedback to authors. It is strongly advised that authors are clear that approval of the outline is a necessary precursor to the preparation and submission of the full manuscript. Usually, a 1-month timeframe is sufficient for the preparation of manuscript outlines.

Step 5: Managing the Peer Review Process

1. Authors from whom Special Issue manuscripts are solicited should be directed to the journal’s homepage (http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1742-9544) for general Journal related information and documentation, and more specifically to the Author Guidelines (http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1742-9544/homepage/ForAuthors.html) before submitting online, as their work will need to comply with these instructions.

2. 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.

3. Typically, and to expedite the whole process, reviews are conducted by other authors of the Special Issue. These will likely be 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. However, it should be noted that authors cannot be “required” to conduct peer reviews.

4. The peer review process for Special Issues is managed online using ScholarOne (http://mc.manuscriptcentral.com/apsych).

This means:

- the Editorial Assistant can assist in monitoring the turnaround time for manuscripts
- the Editorial Assistant 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. 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 for the duration of the Special Issue work; this does not represent a formal editorial board appointment.

6. If a timeline is prepared in accordance with the above guidance, then the Editorial Assistant can then ‘mark off’ planned 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.

7. Once the papers are in ScholarOne, the Guest Editor/s will be able to manage the peer review process online, including:
   • viewing the submitted manuscript
   • selecting and inviting reviewers: it is preferable that each manuscript is reviewed by at least two reviewers
   • submitting a recommendation of accept/ reject/ revise once all reviews have been returned

8. The Editorial Assistant will provide the Guest Editor/s with a document summarising the Guest Editor role and ScholarOne tasks. Support will also be provided should the Guest Editor/s have any queries about these processes.

9. Once the Guest Editor/s submits a recommendation, the recommendation and comments are referred to the EiC via ScholarOne, at which time the EiC will then need to approve the Guest Editor/s recommendation and send the final editorial decision email to the author.

Step 6: Production

Author Services

Accepted articles will be passed to Wiley’s production team for publication. The author identified as the formal corresponding author for the paper will receive an email prompting them to login into Wiley’s Author Services, where via the Wiley Author Licensing Service (WALS) he or she will be asked to complete an electronic copyright or license agreement on behalf of all authors on the paper. Details about the copyright and license terms available can be found via the Australian Psychologist Author Guidelines.

Author Services also provides general information for authors, and 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.
Copyediting, Typesetting and Proof Corrections

The Production Editor will arrange for the papers to be copyedited and typeset. Please note that the copyedit 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 manuscript proofs are ready, they will be sent to the Guest Editor/s, EiC 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 EiC receives proofs for information purposes only: the EiC will not correct the proofs as this is solely the responsibility of authors and Guest Editor/s. Please refer to the Appendix - Production Workflow.

Guest Editor Performance and Standards

Guest Editors are required to:

- Work closely with the Editorial Assistant and EiC regarding the timeline of the Special Issue and provide early notice (i.e., at least 6 months) of delays to the timeline.
- Make every effort to ensure that there is no defamatory material in the papers accepted for publication.
- Maintain the integrity and confidentiality of the authors’ work while that work is being evaluated for publication.
- Observe appropriate ethical guidelines, including:
  - Ensure that the content of contributions meets the APS Code of Ethics and national and/or international standards of ethical practice in respect to research involving human or animal subjects and the COPE Code of Conduct and Best Practice guidelines.
  - Ensure that the peer review process is conducted in accordance with the APS Code of Ethics and COPE.

The following publication ethics resources are available for reference.

Wiley Best Practice Ethics Guidelines

The ‘Wiley Best Practice Guidelines on Publication Ethics: A Publisher’s Perspective’ is available online at [http://www.wiley.com/bw/publicationethics/](http://www.wiley.com/bw/publicationethics/). A broad range of topics are addressed, including duplicate publication, author acknowledgement, editorial independence, plagiarism and intellectual property as they relate to academic publishing.

Committee on Publication Ethics (COPE)

All Wiley journal editors are members of [COPE](http://publicationethics.org/resources/code-conduct) (Committee on Publication Ethics). COPE provides advice to editors and publishers on all aspects of publication ethics and, in particular, how to handle cases of research and publication misconduct. It also provides a forum for its members to discuss individual cases. COPE does not investigate individual cases but encourages editors to ensure that cases are investigated by the appropriate authorities (usually a research institution or employer).


Appendix: Journal Production Workflow

- Accepted articles received by Production Editor (PE)
- PE arranges copyediting and typesetting
  - Typeset proofs are dispatched to Editors and authors simultaneously. Authors are given five working days to correct proofs.
  - Corrections are returned to PE. PE and typesetter incorporate corrections and finalise articles for publication.

Early View publication
- 35 working days after receipt of manuscript
- Article is ready for publication

Issue compilation
- PE works with EiC and Editorial Assistant to confirm which papers to include in issue based on available page extent
- Files sent for online hosting and printing

Issue published online
- 40-50 working days after receipt of final article

Issue published in print
- 50-60 working days after receipt of final article