SPECIAL ISSUE OR SPECIAL COLLECTION REQUEST FORM

DOCUMENT VERSION 03 NOVEMBER 2021

This SPECIAL ISSUE OR SPECIAL COLLECTION REQUEST FORM must be completed (all compulsory sections) and submitted to AOSIS by the primary Guest Editor at [special-issues@aosis.co.za](mailto:special-issues@aosis.co.za)

|  |
| --- |
| **Thank you for your interest in publishing your research in a Special Issue or Special Collection at AOSIS Publishing.**  ***What you need to know about our review procedure:*** All submissions to a Special Issue or Special Collection are assessed by the same review standards that the journal applies to any submission. The difference is that, in a Special Issue or Special Collection, the review process is initiated and coordinated by the Guest Editors. Additionally, it could be that the final decision on the manuscript post-review lies with the Editor-in-Chief of the journal.  *Notes on Review:*   * AOSIS journals are members of the Committee on Publication Ethics. In case there is doubt about the integrity of an article, we will follow their procedures. * Only original articles ⎯, i.e., articles that have not been published or are not under consideration for publication elsewhere, ⎯ are accepted in the journal. * In a similar capacity as a reviewer, Guest Editors recommend an article based on scientific merit; the final decision for every article could lie with the Editor-in-Chief, following the journal’s policies. The Editor-in-Chief determine the decision-making process.   ***What you need to know about our publication procedure****:* A Special Issue or Special Collection brings together papers on a given topic, theme, author, or problem. Collecting such manuscripts can be triggered by the organisation of a specialised conference, a symposium, or a project. The Special Issue are assigned to its own issue (unless otherwise agreed), and in instances where the journal doesn’t have the ability to add an issue the manuscripts will be published as a Special Collection. All the papers in the Special Issue or Special Collection are collected and prominently displayed in that form on the journal website. They will receive their own link and are specially tagged to make them easier to share and find. Articles in a Special Issue or Special Collection are published at the same time, unless otherwise agreed.  *Notes on Publication:*   * Since articles are compiled into a single print edition, it is not possible to have a print issue containing only a given special issue or special collection. * All prints are available for purchase from our online shop https://aosis.myshopify.com/. |

|  |  |
| --- | --- |
| **FOR OFFICE USE ONLY** | |
| Proposal received | Click or tap to enter a date. |
| Proposal processed by Editor | Click or tap to enter a date. |
| Decision communicated | Click or tap to enter a date. |
| Document versioning |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BEFORE WE EXPLORE YOUR PROJECT, KINDLY CONFIRM** | | | | | **COMPULSORY SECTION** |
| * AOSIS publish and presents high-quality publications that support research and development across a range of academic disciplines. All invited manuscripts will be peer-reviewed by subject specialists in the discipline. Kindly identify the AOSIS journal of interest? | | | **Provide the full journal title, for a list of journals published by AOSIS see library.aosis.co.za:** | | |
| * Special Issue or Special Collection articles should fulfil all the normal requirements of any individual article and should be of relevance to a wide international and multidisciplinary readership. There are two formats a special issue or special collection proposals can take, kindly identify the status of this submission. | | | **Indicate the status:**  Authors already invited to participate in the special collection  No manuscripts have been identified or collected – a call for papers will be required. (Please see the attached Draft Call for Papers form to be completed and returned with this proposal form.) | | |
| * AOSIS is an Open Access publisher, and the model requires the payment of article processing charges upon acceptance of the manuscript. | | | **Indicate the source of funding for the Open Access article processing charges:**  I will pay from my private fund for all manuscripts  I will pay from my research fund for all manuscripts  My university/organisation will pay from a central fund for all manuscripts, (please provide name):  I have no fund or source of financial support for all manuscripts  Authors will be required to pay their own article processing charges  Other (please provide guidance): | | |
| 1. OUTLINE TIMETABLE | | | | | |
| Papers should be submitted as soon as they are ready and will be subject to rigorous peer-review. | | | | | **COMPULSORY SECTION** |
| **PROJECT MANAGEMENT** | | | | | |
| The same quality, originality, and significance criteria apply to articles in the Special Issue or Special Collection as regular articles. A good guideline would be a timeframe from submission to review the outcome of about 90 days, and once accepted to final publication in 60 days. | | | | | |
| Online submission deadline: Click or tap to enter a date. | | | | | |
| Review results: Click or tap to enter a date. | | | | | |
| Deadline for revisions: Click or tap to enter a date. | | | | | |
| Notification of final decision: Click or tap to enter a date. | | | | | |
| Approximate publication date: Click or tap to enter a date. | | | | | |
| **PUBLICATION MANAGEMENT (pick one)** | | | | | |
| All articles are published on the same date (batch)?  No  Yes Publication Date: Click or tap to enter a date. | | | | | |
| All articles are published rolling (article-by-article)?  No  Yes | | | | | |
| 2. GUEST EDITORS  For all stages of the submissions, review and publication process that will be receiving status reports from AOSIS.   * ***Special Issue and Special Collection:*** We recommend 3–5 Guest Editors for each Special Issue and Special Collection. * ***General*:** We strongly encourage that the Guest Editors represent multiple institutions and be geographically diverse to help reach a wider audience and reduce conflict of interest. | | | | | |
| **JOURNAL PLATFORMS** | | | | | |
| Have any of the Editors acted as a Guest Editor before? | | | No  Yes Specify: | | |
| Have any of the Guest Editors performed Editorial Decisions on any AOSIS journal before? | | | No  Yes Specify: | | |
| Will any of the Guest Editor require platform training? | | | No  Yes Specify: | | |
| **FIRST COLLECTION EDITOR** | | | | | |
| **1.1.1 Contact** | | | | | **COMPULSORY SUBSECTION** |
| Title (Salutation): | | | | | |
| Full name(s): | | | Surname: | | |
| Phone: | | | Cell: | | |
| Email: | | | ORCID (https://orcid.org/): | | |
| Any special consideration when communicating with you (e.g. time of day to receive phone calls) | | |  | | |
| **1.1.2 Affiliation** | | | | | **COMPULSORY SUBSECTION** |
| Title/Position: | | | Student/Employee number: | | |
| Institution/Employer: | | | | | |
| Faculty: | | | | | |
| Department: | | | | | |
| City: | | | Country: | | |
| **1.1.3 Social media** | | | | | |
| LinkedIn: | | | | | |
| Blog/Personal website: | | | | | |
| Twitter handle: | | | | | |
| **SECOND COLLECTION EDITOR** | | | | | |
| **1.2.1 Contact** | | | | | **COMPULSORY SUBSECTION** |
| Title (Salutation): | | | | | |
| Full name(s): | | | Surname: | | |
| Phone: | | | Cell: | | |
| Email: | | | ORCID (https://orcid.org/): | | |
| Any special consideration when communicating with you (e.g. time of day to receive phone calls) | | |  | | |
| **1.2.2 Affiliation** | | | | | **COMPULSORY SUBSECTION** |
| Title/Position: | | | Student/Employee number: | | |
| Institution/Employer: | | | | | |
| Faculty: | | | | | |
| Department: | | | | | |
| City: | | | Country: | | |
| **1.2.3 Social media** | | | | | |
| LinkedIn: | | | | | |
| Blog/Personal website: | | | | | |
| Twitter handle: | | | | | |
| **THIRD COLLECTION EDITOR** | | | | | |
| **1.3.1 Contact** | | | | | **COMPULSORY SUBSECTION** |
| Title (Salutation): | | | | | |
| Full name(s): | | | Surname: | | |
| Phone: | | | Cell: | | |
| Email: | | | ORCID (https://orcid.org/): | | |
| Any special consideration when communicating with you (e.g. time of day to receive phone calls) | | |  | | |
| **1.3.2 Affiliation** | | | | | **COMPULSORY SUBSECTION** |
| Title/Position: | | | Student/Employee number: | | |
| Institution/Employer: | | | | | |
| Faculty: | | | | | |
| Department: | | | | | |
| City: | | | Country: | | |
| **1.3.3 Social media** | | | | | |
| LinkedIn: | | | | | |
| Blog/Personal website: | | | | | |
| Twitter handle: | | | | | |
| 3. SUBJECT AREA AND ORIGINALITY | | | | | **COMPULSORY SECTION** |
| The title of the Special Issue or Special Collection: | | | | | |
| How does the collection fit within the scope of the journal? | | | | | |
| Why is the collection necessary and how does it add to and challenge existing knowledge (value-add): | | | | | |
| 4. STATUS | | | | | **COMPULSORY SECTION** |
| **3.1 Select the status of the proposed manuscripts** | | | | | |
| No manuscripts (ideas or concepts only) | | Draft manuscripts | Final manuscripts under revision | Final manuscripts prepared, ready for online submission and peer-review | Manuscripts externally peer-reviewed and accepted |
| **Refer to Step 3.2 and 3.3** | | **Refer to Section 4** | **Refer to Section 4** | **Refer to Section 4** | **Refer to Section 4** |
| **3.2 Indicate the call for papers status (Guest Editors to provide Call for Papers)** | | | | | |
|  | Call for papers *already* distributed by Guest Editors | Call for papers written and to be distributed by Guest Editors | Call for papers in draft format and to be distributed by Guest Editors | No call for papers needed | Call for papers to be distributed by publisher |
| **3.3 Selection of contributing authors** | | | | | |
|  | Closed: Authors already selected | Closed: Only authors of the journal are to be invited | Open: Any author can submit to the proposed special issue | | |
| **Refer to Section 5** | | **Refer to Section 5** | **Refer to Section 5** | | |
| 5. CONTRIBUTOR OUTLINE, TITLES AND DRAFT ABSTRACTS | | | | | **COMPULSORY SECTION** |
| As a general guide, a special issue or special collection should comprise of approximately 10-15 articles which can include both research and review papers. An individual Guest Editor should not appear as author or co-author on more than two submissions to the project. | | | | | |
| **CONTRIBUTION QUANTITIES** | | | | | |
| How many articles are planned? | | | Maximum word count (incl. references): | | |
| **CONTRIBUTION OVERVIEW** | | | | | |
| **Editorial (mandatory – maximum 800 words unless otherwise indicated)** | | | | | |
| Title: | | | | | |
| Contributor Name(s): | | | | | |
| Contributor ORCIDs: | | | | | |
| Contributor Affiliations: | | | | | |
| Corresponding Author Email: | | | | | |
| Word count: | | | | | |
| **Manuscript 1** | | | | | |
| Title: | | | | | |
| Contributor Name(s): | | | | | |
| Contributor ORCIDs: | | | | | |
| Contributor Affiliations: | | | | | |
| Corresponding Author Email: | | | | | |
| Abstract: | | | | | |
| **Manuscript 2** | | | | | |
| Title: | | | | | |
| Contributor Name(s): | | | | | |
| Contributor ORCIDs: | | | | | |
| Contributor Affiliations: | | | | | |
| Corresponding Author Email: | | | | | |
| Abstract: | | | | | |
| **Manuscript 3** | | | | | |
| Title: | | | | | |
| Contributor Name(s): | | | | | |
| Contributor ORCIDs: | | | | | |
| Contributor Affiliations: | | | | | |
| Corresponding Author Email: | | | | | |
| Abstract: | | | | | |
| **Manuscript 4** | | | | | |
| Title: | | | | | |
| Contributor Name(s): | | | | | |
| Contributor ORCIDs: | | | | | |
| Contributor Affiliations: | | | | | |
| Corresponding Author Email: | | | | | |
| Abstract: | | | | | |
| **Manuscript 5** | | | | | |
| Title: | | | | | |
| Contributor Name(s): | | | | | |
| Contributor ORCIDs: | | | | | |
| Contributor Affiliations: | | | | | |
| Corresponding Author Email: | | | | | |
| Abstract: | | | | | |
| **Manuscript 6** | | | | | |
| Title: | | | | | |
| Contributor Name(s): | | | | | |
| Contributor ORCIDs: | | | | | |
| Contributor Affiliations: | | | | | |
| Corresponding Author Email: | | | | | |
| Abstract: | | | | | |
| **Manuscript 7** | | | | | |
| Title: | | | | | |
| Contributor Name(s): | | | | | |
| Contributor ORCIDs: | | | | | |
| Contributor Affiliations: | | | | | |
| Corresponding Author Email: | | | | | |
| Abstract: | | | | | |
| **Manuscript 8** | | | | | |
| Title: | | | | | |
| Contributor Name(s): | | | | | |
| Contributor ORCIDs: | | | | | |
| Contributor Affiliations: | | | | | |
| Corresponding Author Email: | | | | | |
| Abstract: | | | | | |
| **Manuscript 9** | | | | | |
| Title: | | | | | |
| Contributor Name(s): | | | | | |
| Contributor ORCIDs: | | | | | |
| Contributor Affiliations: | | | | | |
| Corresponding Author Email: | | | | | |
| Abstract: | | | | | |
| **Manuscript 10** | | | | | |
| Title: | | | | | |
| Contributor Name(s): | | | | | |
| Contributor ORCIDs: | | | | | |
| Contributor Affiliations: | | | | | |
| Corresponding Author Email: | | | | | |
| Abstract: | | | | | |
| **Manuscript 11** | | | | | |
| Title: | | | | | |
| Contributor Name(s): | | | | | |
| Contributor ORCIDs: | | | | | |
| Contributor Affiliations: | | | | | |
| Corresponding Author Email: | | | | | |
| Abstract: | | | | | |
| **Manuscript 12** | | | | | |
| Title: | | | | | |
| Contributor Name(s): | | | | | |
| Contributor ORCIDs: | | | | | |
| Contributor Affiliations: | | | | | |
| Corresponding Author Email: | | | | | |
| Abstract: | | | | | |
| **Manuscript 13** | | | | | |
| Title: | | | | | |
| Contributor Name(s): | | | | | |
| Contributor ORCIDs: | | | | | |
| Contributor Affiliations: | | | | | |
| Corresponding Author Email: | | | | | |
| Abstract: | | | | | |
| **Manuscript 14** | | | | | |
| Title: | | | | | |
| Contributor Name(s): | | | | | |
| Contributor ORCIDs: | | | | | |
| Contributor Affiliations: | | | | | |
| Corresponding Author Email: | | | | | |
| Abstract: | | | | | |
| **Manuscript 15** | | | | | |
| Title: | | | | | |
| Contributor Name(s): | | | | | |
| Contributor ORCIDs: | | | | | |
| Contributor Affiliations: | | | | | |
| Corresponding Author Email: | | | | | |
| Abstract: | | | | | |
| **Manuscript 16** | | | | | |
| Title: | | | | | |
| Contributor Name(s): | | | | | |
| Contributor ORCIDs: | | | | | |
| Contributor Affiliations: | | | | | |
| Corresponding Author Email: | | | | | |
| Abstract: | | | | | |
| **Manuscript 17** | | | | | |
| Title: | | | | | |
| Contributor Name(s): | | | | | |
| Contributor ORCIDs: | | | | | |
| Contributor Affiliations: | | | | | |
| Corresponding Author Email: | | | | | |
| Abstract: | | | | | |
| **Manuscript 18** | | | | | |
| Title: | | | | | |
| Contributor Name(s): | | | | | |
| Contributor ORCIDs: | | | | | |
| Contributor Affiliations: | | | | | |
| Corresponding Author Email: | | | | | |
| Abstract: | | | | | |
| **Manuscript 19** | | | | | |
| Title: | | | | | |
| Contributor Name(s): | | | | | |
| Contributor ORCIDs: | | | | | |
| Contributor Affiliations: | | | | | |
| Corresponding Author Email: | | | | | |
| Abstract: | | | | | |
| **Manuscript 20** | | | | | |
| Title: | | | | | |
| Contributor Name(s): | | | | | |
| Contributor ORCIDs: | | | | | |
| Contributor Affiliations: | | | | | |
| Corresponding Author Email: | | | | | |
| Abstract: | | | | | |
| Many thanks for taking the time to complete this form. Your detailed responses will be beneficial in our assessment of the potential for your proposal and will enable us to reach a decision regarding suitability for Open Access publication that much sooner. | | | | | |
| Please let us know how you heard of AOSIS and/or why you have submitted your proposal to us. | | | | | |