

SPECIAL FEATURE WORKFLOW



NOTE

- Peer review and paper standards are the same as all submissions
- Senior Editors retain editorial oversight over the Special Feature, as they do over all journal content
- All Special Feature papers are indexed as regular journal content
- This flowchart is intended as a guide only - the process is flexible and may



DECLINED



SPECIAL FEATURE EDITORS

- Is the Special Feature being led by existing Associate Editors or Guest Editors?
- Inform of our Editorial Policies, Code of Conduct and that Senior Editors make the final decision on all papers



SENIOR EDITOR CHECKS

- Scope
- Diversity of authors & SF Editor team
- Journal Assistant runs DOAJ credential checks on SF Editors
- No more than 25% of the papers should be authored by the SF Editors
- Should an existing journal Editor join the SF Editor team?
- If not already stipulated, should the Special Feature be cross-journal?

WHAT MAKES A GOOD PROPOSAL?

- · A timely and interesting topic, relevant to the journal
- A diverse group of authors and editors to ensure global
- suggested sub topics, clearly

PROPOSAL STAGE

IDEA FOR SPECIAL FEATURE

SEND TO SENIOR EDITOR(S) FOR INITIAL Y/N

SENIOR EDITORS DEVELOP SPECIAL FEATURE

SF EDITORS DEVELOP SPECIAL FEATURE

PROPOSAL WRITTEN

SEND PROPOSAL TO RELEVANT SENIOR EDITORS FOR FEEDBACK

ASK EDITORS TO REVISE / DEVELOP THE PROPOSAL IF REQUIRED

> **PROPOSAL APPROVED**

SPECIAL FEATURE INFO



- · Why do we need a Special Feature on this
- Are the BES journals the right place for this Special Feature?
- Invitation to submit to the Special Feature does not guarantee acceptance

EDITOR ROLES

- SF Editor (Special Feature
 - The editor leading the special feature
- Associate Editor
 - A regular member of the editorial board who handles peer review and makes recommendations to the Senior Editor
- Senior Editor
 - A journal editor who makes final decisions on all papers

PROPOSALS SHOULD INCLUDE



- Special Feature rationale
- SF Editor details
- · List of suggested article titles, types, authors, & summaries
- Target journal, if multiple
- Consideration for diversity
- (geography, gender & career stage)
- Template proposal form is available
- Whether there should be an open call

DECLINED



INFO FOR GUEST EDITORS



- · Code of Conduct read and agreed to
- Special Feature timelines Manuscript handling
- instructions
- Peer review requirements (at least 2 per submission and all papers final decision by Senior
- Expected turnaround times
- Instructions for writing Editorial



INVITED SUBMISSIONS

- Editorial Office provides Editor with template invite to authors
- Usually ~6 month submission deadline
- Emphasis that invitation does not guarantee acceptance
- Point authors to our Author Guidelines



IN-HOUSE TASKS

- Manuscript progress
- Special Feature webpage created and updated as papers publish



PUBLICATION

- All papers published when they are ready
- Papers pulled together on Special Feature page as they publish
- Editorial added to Special Feature when
- Significantly late articles may be omitted from the Special Feature & published in a regular

SPECIAL FEATURE UNDERWAY

GUEST EDITORS INVITE SUBMISSIONS

RUN OPEN CALL FOR ARTICLE PROPOSALS (IF REQUIRED)

MANUSCRIPTS SUBMITTED

PEER REVIEW

PUBLICATION

OPEN CALL



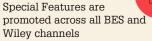
- Create Call for Papers webpage & submission form
- Promotion · Circulate proposals to relevant
- Editors and Senior Editors for
- Send decision & submission instructions to authors (similar to invited submissions)

MANUSCRIPT HANDLING



- · Guest Editors either handle peer review or act as reviewers Designated Senior Editors
- oversee Special Feature
- Senior Editors make final decision on all manuscripts

PROMOTION



- Web ads
- Social media
- Journal cover images
- Blogs
 - Newsletters
- Optionally podcasts, videos, events