Special Issues – Guidelines for Guest Editors

Special Issues are an important component of *International Journal of Distributed Sensor Networks*. They deal with more focused topics of high current interest which fall within the scope of the journal. They should be organized by recognized experts in the area and attract articles of the highest quality. Special Issue proposals are welcome at any time during the year, and should be submitted to ijdsn@sagepub.co.uk.

Proposals

Proposals for Special Issues should be submitted by the Lead Guest Editor of the Special Issue and must include the following:

- A suggested title for the Special Issue (should not exceed 10 words)
- Proposed Aims and Scope, giving an overview of the Special Issue's intended focus and a list of the topics to be covered. The topic of the Special Issue must be of high current interest, broad enough to attract a reasonable number of submissions, but at the same time narrow enough to keep a strong focus for the Special Issue
- 6 succinct keywords which reflect the key themes of the issue
- A list of 2-4 Guest Editors who will join the Lead Guest Editor* in managing the Special Issue, including their names, institutional email addresses, affiliations, and a short biography (1 paragraph) of each of the Guest Editors. The Guest Editorial team should be as geographically dispersed as possible to ensure maximum possible dissemination and recognition within the scientific community.
  *Please note, the name of the Lead Guest Editor may be included on marketing campaigns when promoting the special issue
- A proposed timeline and schedule which includes:
  o Deadline for submission (6 months from the initial Call-for-Papers)
  o First round of review (3 months after submission deadline)
  o First papers published (3 months after the first round of review)

Proposals should fulfil all requirements listed above and should be written in a good standard of English. Proposals which do not meet these criteria will not be considered. Please note that Guest Editors are not permitted to have more than 1 active special issue proposal at a time.

All proposals are subject to approval following a discussion of the proposed Special Issue among the journal's Editorial Board. If approved, a Call-for-Papers for the Special Issue will be issued and posted online. The Lead Guest Editor's name may be used in promotional activities for the issue.

Guest Editors are permitted to contribute a maximum of 4 papers to their Special Issue. Of these 4, 1 introductory short Editorial and 1 long Review Article will be exempted from the regular open access publication charges of the journal. Any paper submitted by a Guest Editor will be handled by an Editorial Board member.

Peer Review

The Guest Editors' main editorial task is to manage the peer review of submitted manuscripts. Guest Editors should recommend papers for publication only on the basis of academic merit and subject

appropriateness. To ensure the success of the Special Issue, we generally aim to have over 20 submissions, which allows for a higher rejection rate and thus produces a stronger collection of accepted manuscripts. If the Special Issue receives less than 10 submissions, we will unfortunately have to publish the accepted papers in the regular section of the journal.

Once a manuscript is submitted to a Special Issue, it will be checked by the journal's editorial office to ensure that it is suitable to go through the peer review process. In order to ensure sufficient diversity within the authorship of the journal, authors will be limited to having 2 manuscripts under review at any point in time. If an author already has 2 manuscripts under review in the journal, he or she will need to wait until the review process of at least 1 of these manuscripts is complete before submitting another manuscript for consideration.

The manuscript will then be sent to the Lead Guest Editor provided that there is no potential conflict of interests with the submitting authors. In such cases, the manuscript will be sent to an Editorial Board Member.

If the Guest Editor is of the opinion that the manuscript is not of sufficient quality to go through the peer review process, or that the subject of the manuscript is not appropriate for the journal's scope, the manuscript shall be rejected with no further processing.

If the Guest Editor is of the opinion that the submitted manuscript is of sufficient quality and falls within the scope of the journal, they should assign the manuscript to at least 2 external, verified reviewers for peer-review who make recommendations on the suitability of the articles for publication. This should be done within a maximum of 1 week from the time he/she has received the manuscript. Reviewers are then expected to submit their reports within a maximum of 3 weeks. When inviting reviewers, Guest Editors should first ensure that no conflict of interest exists (e.g. the reviewer should not be based at the same institution as the author(s)) and should verify the identity of any reviewer using a non-institutional email address by conducting an independent internet search.

When all reviewers have submitted their reports, the Guest Editor can make one of the following editorial recommendations:

- Accept
- Minor Revision
- Major Revision
- Reject

If the Guest Editor recommends "Accept", the manuscript is accepted for publication.

If the Guest Editor recommends "Minor Revision", the authors are notified to prepare and submit a final copy of their manuscript with the required minor revisions suggested by the reviewers along with a detailed reply to the reviewer comments within 2 weeks. The Guest Editor reviews the revised manuscript after the minor revisions have been made by the authors. Once the Guest Editor is satisfied with the final manuscript, the manuscript can be accepted.

If the Guest Editor recommends "Major Revision," the recommendation is communicated to the authors. The authors are expected to revise their manuscripts in accordance with the changes recommended by the reviewers and to submit their revised manuscript within 4 weeks. Authors are

requested to upload a detailed reply to the reviewer comments along with the revised version of their manuscript. Once the revised manuscript is submitted, the Guest Editor can then make an editorial recommendation which can be "Accept", "Minor Revision", or "Reject."

If the majority of the reviewers recommend rejecting the manuscript, the rejection is immediate.

The peer-review process is single blinded; that is, the reviewers know who the authors of the manuscript are, but the authors do not have access to the information of who the peer reviewers are.

The Guest Editors cannot act as reviewers for the Special Issue's manuscripts. This is to ensure a high-quality, fair, and unbiased peer-review process of every manuscript submitted to the journal, since any manuscript must be recommended by 2 or more external reviewers and the Guest Editor before acceptance for publication.

The name of the Guest Editor recommending the manuscript for publication is published with the manuscript to indicate and acknowledge the indispensability of their contributions to the running of the journal.

Authorship

The guidelines below should be followed when assessing the suitability of papers for the special issue but should also be adhered to when Guest Editors choose to submit their own papers for consideration.

Papers should only be submitted for consideration once consent is given by all contributing authors. Those submitting papers should carefully check that all those whose work contributed to the paper are acknowledged as contributing authors.
The list of authors should include all those who can legitimately claim authorship. This is all those who:

1. Made a substantial contribution to the concept and design, acquisition of data or analysis and interpretation of data,
2. Drafted the article or revised it critically for important intellectual content,
3. Approved the version to be published.

Authors should meet the conditions of all of the points above. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

When a large, multicentre group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship.

Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship, although all contributors who do not meet the criteria for authorship should be listed in the Acknowledgments section.

All authors should agree to be listed and should approve the submitted and accepted versions of the publication. Any change to the author list should be approved by all authors including any who have been removed from the list.

Authors will be asked to explain any changes in authorship at the revision stage and to provide a signed document stating that all authors (including any who have been removed) agree to the changes.

Referencing

Authors should not be instructed to include references in their manuscript unless they will directly and significantly contribute to the scholarly content of the paper. If recommending references for inclusion please ensure that a detailed explanation is given as to the relevance to the paper under consideration.

Authors should use only citations that are relevant to their manuscripts. Addition of references which are not relevant to the work is strongly discouraged.

Any manipulation of citations (e.g. including citations not contributing to a manuscript's scientific content, citations solely aiming at increasing an author's or a journal's citations, etc.) is regarded as scientific malpractice.

The Editorial Office checks for any additions of references at the revision stage; authors will be asked to explain how these references are relevant to the scholarly content of their manuscript.