

Guest Editor Deadlines and Actions

THEME TITLE:				
GUEST		PRINCIPAL		
EDITOR:		EDITOR:		
ACTION	DEADLINE		COMMENTS	
Formally invite first authors.	Immediately	Send 'Invit	Send 'Invited Authors' form to Executive Editor.	
Complete 'Invited Authors' form.				
Decide on the length of each	As soon as possib		Ensure that authors understand that this defines the	
article and inform authors by			size of their 'canvas' and must be adhered to. First authors should ensure that the deadline and action	
completing 'Author Deadline and Action' form'. Send 'Author				
Instructions' and 'Copyright'			form as well as the instructions are sent to each author of multi-author papers.	
information to authors.		author of i	nuiti-author papers.	
Set the order in which articles	As soon as possib	le Inform the	Inform the Executive Editor and Principal Editor	
will appear	7.5 50011 d5 p05516		inform the executive Editor and Timelpar Editor	
Receive preliminary abstract or	Within one mont	h Check for a	Check for any overlaps or other problems. Upload to	
outline from authors		Dropbox. I	Dropbox. Inform Principal Editor	
Receive completed articles from			Check for length, and that final abstract, keywords,	
authors			ptions, acknowledgements and references	
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Send each article to two	Upon receipt		Send to reviewers soon as individual articles are	
independent referees, and to the			received. Upload articles to Dropbox for Executive Editor and Principal Editor	
Principal and Executive Editors Receive referee comments			u will be available to act quickly as soon as	
Neceive referee comments			arrive. Be prepared for more than one	
			eration between yourself, the Principal	
			the author	
Return articles to authors	As soon as possib	le Send com	ments from yourself, the independent	
		referee an	d the Principal Editor. Ensure the article	
			the 'Instructions to Authors' and that	
			acronyms are used consistently (see	
			or Elements Editors). Check technicalities	
			with the Executive Editor and request any	
All authors to send a short	As soon as possib	changes. Dle Upload to	Dronhov	
personal biography and	V2 20011 g2 h022lf	ne Opioau to	υιορυσλ	
photograph				
Provide pictures, ideas, visuals	As soon as possib	le You may h	ave a design idea of your own or draw	
for cover design		1	from your authors. Contact the Executive	
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Receive final versions of articles			recommended actions have been carried	
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			t, word count, references, etc.	
All articles to be with Executive		Upload fin	al manuscripts to Dropbox	
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Be available to read proofs Within one week of receiving them			Proofs will be sent as fully illustrated pdf files between 6 and 2 weeks before publication. They will	
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