

Information Systems – Instructions to Guest Editors

These guidelines discuss the editorial process of initiating a Special Issue, soliciting manuscripts and getting them reviewed. They also provide instructions on manuscript preparation and submission to the publisher of Information Systems.

Editorial Procedures

1. Background

Information Systems aims to have between 1 and 3 special issues per year. Typically a special issue would be 4-6 papers (depending upon length) and a special section 2-3 papers alongside regular papers.

A special issue may either be:

Open call: This has the advantage of capturing that special paper written by that special person whom we have not heard of (this could include an advert in IS). The method has the disadvantages of perhaps resulting in a rather unbalanced special issue (from the point of view of topics) and requiring substantially more work on the part of the guest editors.

Soliciting papers: Here the guest editor(s) prepare a list of desirable topics and prospective (well-informed and articulate) authors. Given this list, the recommended procedure is sending all the prospective authors on the list an invitation to submit a paper on their topic (again for peer review) at the same time sending them a list of all the topics and all the prospective authors being invited. This can have the effect of giving prospective authors a look at the anticipated quality of the end result and, usually, the prospective authors do not want to be left out. We may want to mix the two.

A collection of best papers from a conference: Here the guest editor(s) announce the availability of this opportunity on the conference web page. The phrasing should be: "a small selection of best papers will be recommended for inclusion in a special issue of Information Systems dedicated to this conference."

2. Responsibilities of the Guest Editor

- * Agree on a timetable and refereeing procedure with co-editor
- * Seek submissions either by CFPs or by direct invitation or both
- * Arrange independent reviewing
- * Allow the editors in chief time to give final approval of the papers selected
- * Provide final versions of papers according to requirements described below to the publisher including an editorial and the ordering of articles.

3. Ground rules

- * Other than in exceptional circumstances there should be a minimum of 3 reviews per paper. These reviews should be conducted knowing that the paper is under consideration for the journal, as opposed to for a workshop/conference.
- * Papers should be of a suitable standard for an international, archival research journal.
- * Papers should not have normally been published elsewhere but could be extended or refined versions of conference papers, most likely where the conference proceedings are not formally

published or are hard to obtain. It is necessary to ensure papers originating from a conference are of a suitable style and standard to warrant journal publication.

* Guest editor restricted to an editorial (can be an extended editorial e.g. to provide some background or tutorial information) which should be reviewed by the editors-in-chief

4. Process

The prospective guest editor submits a proposal that should detail:

- * The theme and indicative content including target number of papers
 - * How the papers will be solicited and a list of potential authors and topics (where relevant)
 - * How the papers will be reviewed
 - * A timetable showing when a call for papers will be distributed, the submission deadline, reviewer deadline and revision deadline for revised papers.
- NB 4 months should be allowed for the production process

The proposal will be circulated amongst the Editors in Chief who will make a joint decision taking into account other special issues that are in the pipeline.

One Editor in Chief will act as mentor and point of contact for the special issue. Please contact the Editors with questions on the editorial process.

5. Manuscript Handling

Accepted papers for the Special Issue will have to be submitted to the Elsevier Editorial Systems (EES) at <http://ees.elsevier.com/is/>. All manuscript handling will go through EES. Authors will have to register with EES

6. Author's instructions

Authors are to be advised to observe the author instructions while preparing their manuscripts. The manuscripts should be written in good English. Specific instructions to authors in Information Systems can be found on the web <http://www.elsevier.com/locate/is> and <http://cs.nyu.edu/cs/faculty/shasha/papers/authorinst.doc> or by going to "guide for authors" at <http://ees.elsevier.com/is/>.

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