**J.UCS Special Issue Proposal**

**Version V1.1, February 2023**

**General Information**

Proposed Special Issues will be reviewed by a scientific panel. Emerging subjects relevant to a broader research community and organized by guest editors with proven publication records and involvement in research networks related to the proposed topic are preferably accepted. For each accepted Special Issue a small publication fee of 1,500 Euros will be charged to contribute to the journal's operation costs (staff, publication platform, DOI registration, printed annual archived edition); it is however not permissible to charge authors a publication fee whose papers are published in the Special Issue.

**How to Fill this Template and Submit the Proposal**

Please read the explanations carefully and fill out the form by following and replacing the instructions in blue font from chapter 1 to chapter 6. Finally, convert the document into a PDF file and send your proposal to office@jucs.org with the subject “Special Issue Proposal”.

Include a draft call for papers with the proposal.

**1. Focus and Motivation for the Special Issue**

*The focus and the motivation for the proposed special issue must be outlined. In addition, the relevance to a broader community, especially the J.UCS community, must be clarified.*

**Title:**

<add title of the special issue here>

**Background and Motivation:**

<outline in one paragraph the background and motivation of the special issue>

**Focus and Topic:**

<outline in one paragraph the focus and topic of the special issue>

Topics of interest include:

* <add in a list the topics of interest>
* <add in a list the topics of interest>

**Relevance:**

<outline in one paragraph the relevance of the special issue to the broader (J.UCS) community>

**2. List of Related Topics**

The aim is to identify the most important topics related to the proposed special issue in order to determine the expertise required of guest editors and reviewers.

* <add in a list the related topics of interest>
* <add in a list the related topics of interest>

**3. Guest Editors**

At least one of the guest editors must meet the following criteria: Only guest editors who have either published at least one article in J.UCS or who have published at least 7 articles which are listed in either Scopus, Publons and Google Scholar, or who are members of J.UCS editorial board will be accepted as guest editors. Guest Editors with previous experiences in organizing special issues will be preferably accepted.

Inclusion and support of junior researchers and minorities is encouraged, but a sufficient balance is recommended. Groups of guest editors from different countries and/or affiliations and connections to different networks are preferred.

**3.1 Leading Guest Editor**

The leading guest editor – in case of acceptance – is responsible for the call, the review process as well as for the communication with the guest authors and the J.UCS team. The leading guest editor must meet the above criteria.

|  |  |
| --- | --- |
| **General Information** | **all fields are required** |
| Name | <add data here> |
| Working Title | <add data here> |
| Affiliation | <add data here> |
| Country | <add data here> |
| E-Mail | <add data here> |
| **Research Field / Impact** | **provide URL, at least one must be filled** |
| Google Scholar | <add your URL link here> |
| Scopus | <add your URL link here> |
| Publons | <add your URL link here> |
| ORCID | <add your URL link here> |

**Short CV:**

<short CV in one paragraph>

|  |  |  |
| --- | --- | --- |
| **Experience** | **“x” for yes** | **“x” for no** |
| Have you already published in J.UCS? |  |  |
| Are you a member of the J.UCS Editorial Board? |  |  |
| Have you already organized a special issue in J.UCS? |  |  |
| Have you organized a special issue elsewhere? |  |  |

**Expertise related to the proposed special issue:**

<outline in one paragraph your expertise in the field and your involvement in relevant networks>

<add reference to your most relevant publication for the proposed special issue>

**Experience in organizing special issues:**

* <add in a list journal, title of special issue, and URL>
* <add in a list journal, title of special issue, and URL>

**3.2 Guest Editor**

Add a subsection for each guest editor, starting with 3.2, followed by 3.3 etc.

|  |  |
| --- | --- |
| **General Information** | **all fields are required** |
| Name | <add data here> |
| Working Title | <add data here> |
| Affiliation | <add data here> |
| Country | <add data here> |
| E-Mail | <add data here> |
| **Research Field / Impact** | **provide URL, at least one must be filled** |
| Google Scholar | <add your URL link here> |
| Scopus | <add your URL link here> |
| Publons | <add your URL link here> |
| ORCID | <add your URL link here> |
| Other | <add your URL link here> |

**Short CV:**

<short CV in one paragraph>

|  |  |  |
| --- | --- | --- |
| **Experience** | **“x” for yes** | **“x” for no** |
| Have you already published in J.UCS? |  |  |
| Are you a member of the J.UCS Editorial Board? |  |  |
| Have you already organized a special issue in J.UCS? |  |  |
| Have you organized a special issue elsewhere? |  |  |

**Expertise related to the proposed special issue:**

<outline in one paragraph your expertise in the field and your involvement in relevant networks>

<add reference to your most relevant publication for the proposed special issue>

**Experience in organizing special issues:**

* <add in a list journal, title of special issue, and URL>
* <add in a list journal, title of special issue, and URL>

**4. Important Deadlines**

The aim is to elaborate a preliminary schedule for the special issue that covers the important deadlines. Key in this context is sufficient time for authors to prepare and revise manuscripts, for reviewers to provide high-quality reviews and comments, and for guest editors to manage the metareviews.

|  |  |
| --- | --- |
| First Submission Deadline: | <add date here> |
| Notification of First Round Decision: | <add date here> |
| Revised Paper Submission Deadline: | <add date here> |
| Notification of Final Decision: | <add date here> |
| Final Paper Submission Deadline: | <add date here> |
| Anticipated Publication Date: | <add date here> |

**5. Distribution and Promotion**

The aim is to outline the planned distribution channels (networks, mailing lists, etc.) and promotion activities for the special issue call. Guest editors should aim for high quality submissions from various researchers or research groups from a variety of countries.

|  |  |  |
| --- | --- | --- |
| **Strategy** | **“x” for yes** | **“x” for no** |
| Plain open call |  |  |
| Open call combined with invited papers from workshop |  |  |
| Open call combined with invited papers from conference |  |  |

<outline in one paragraph your distribution and promotion strategy>

**6. Publication Fee**

The main part of the publication costs (staff, publication platform, DOI registration, printed annual archived edition) is carried by the publisher, the Graz University of Technology, Austria, and the members of the J.UCS consortium. A small publication fee of 1,500 Euros is charged for the publication of the special issues to cover a proportion of the publication costs. Often the budget of a conference allows a small amount for such purposes or the publication fee can be covered by a grant from the guest editors' organizations. The special issue cannot be published until the fee is paid. The proposal must contain information on how the publication fee will be financed. Please note that it is not permissible to charge a publication fee to authors whose papers are published in the special issue!

<outline here how you finance the fee of 1,500 Euros>

**6. Preliminary List of Reviewers**

A preliminary list of reviewers for the special issue (names, links to their homepages and areas of expertise) is required. It is mandatory that all related topics of the issue are covered by the group of reviewers. It is assumed that the reviewers have already been invited and partially accepted before the submission of the proposal. The preliminary list of reviewers must already contain a sufficient number of reviewers to ensure a high quality of reviews and to guarantee that each paper can be reviewed by at least 3 reviewers.

**Invited Reviewers who have already accepted:**

* <add in a list name, working title, affiliation, country, covered topics, link to Google Scholar, or ORCID, etc.>
* <add in a list name, working title, affiliation, country, covered topics, link to Google Scholar, or ORCID, etc.>

**Invited Reviewers who have not yet accepted:**

* <add in a list name, working title, affiliation, country, covered topics, link to Google Scholar, or ORCID, etc.>
* <add in a list name, working title, affiliation, country, covered topics, link to Google Scholar, or ORCID, etc.>