

Instructions for guest editors of special issue

1. Editor-in-Chief of the journal chooses topics and guest editors for a special issue, and then informs EditFlow staff to set it up. Once the special issue is set up, EditFlow staff at editflow@msp.org will send you, as a guest editor, a "special secret URL". Please send the "special secret URL" to invited authors and ask them to submit directly to the special issue using only the "special secret URL" and never share this "special secret URL" with others, since all submissions to a special issue are by invitation only. The window of submission is only 6-month long, thus all potential contributors should be invited promptly and informed that submissions should be made within 6 months.
2. If you find an article from the special issue you are handling is submitted as a regular issue paper, have EditFlow staff at editflow@msp.org reassign that article to the special issue immediately.
3. If you find a regular issue article is mistakenly submitted to the special issue you are handling, have EditFlow staff at editflow@msp.org reassign that article as a regular issue paper immediately.
4. Once the special issue is closed and no new submissions will be received, inform EditFlow staff at editflow@msp.org to close the special issue.