Journal Special Collections
Lead Guest Editor Guide

Goals:
Our aim is to produce a Special Collection that covers its topic effectively and reflects positively upon the Guest Editors and the journal. We regularly recruit potential Guest Editors via email for select topics suggested by the Editors-in-Chief and Editorial Board members.

Selecting a Special Collection topic:
Topics of interest provided by the Editor-in-Chief will have been included in the email you received. You may also propose any topic within the scope of the journal. Each journal’s scope is listed in the ‘About’ section on the journal’s homepage, found here.

The topic of the Special Collection 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 Collection.

Preparing a Proposal
Proposals for Special Collections should be submitted by the Lead Guest Editor of the Special Collection at the link included in the email. You will be asked to provide the following:

- The proposed topic (you may choose a suggested topic or propose your own)
- Your name and current CV
- Proposed Aims and Scope, giving an overview of the Special Collection’s intended focus and a list of the topics to be covered.
- Six succinct keywords that reflect the key themes of the collection
- A preferred timeline as set out in the timetable below.

Upon receipt of your proposal, the Special Collection Manager, Bobbie Harvey, will consult with the Editor-in-Chief and respond directly to confirm if the proposal is accepted and next steps.

Tasks of the Lead Guest Editor:
Serving as a Lead Guest Editor for a Special Collection will require the following commitment:

- Recruitment of two to five additional Secondary Guest Editors
- Recruitment of at least three fee-paying manuscripts that are subsequently accepted for publication. An invitation template is included at the end of this document. Each additional Secondary Guest Editor will also be responsible for recruiting at least three additional fee-paying papers.
  - The Special Collection Manager will be available to assist with tracking and other administrative support.
- Ensuring all recruited papers are submitted by authors within the agreed timeframe.
- Jointly contribute a guest editorial with the Guest Editorial team once three papers have been accepted for publication
- The journal’s Editor-in-Chief is responsible for determining manuscript’s suitability for publication following peer review, but may consult with the Guest Editors as necessary.

Benefits of the role:
If you serve as a Guest Editor for a Special Collection, you will benefit from:
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- Valuable additional editorial experience on your CV
- Recognition on the journal's Editorial Board webpage as a Special Collection Guest Editor. Editors-in-Chief may invite Guest Editors to join the Editorial Board at their discretion.
- Each Guest Editor will be provided with a discretionary fee waiver which they may assign to one of the papers they solicit, providing they solicit at least one fee-paying paper.
- Visibility through a profile of each Guest Editor in the Guest Editorial, including an outline of career, current work, and contact details.

Timetable
The recommended schedule below is intended to allow Guest Editors to manage their work in relation to existing commitments. The Special Collection should be completed within the following timeframe, approximately 6 months in total:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Task</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>One</td>
<td>Solicitation of additional Guest Editors (four to six)</td>
<td>Up to one month</td>
</tr>
<tr>
<td>Two</td>
<td>Solicitation of manuscripts (three to five)</td>
<td>Up to two months</td>
</tr>
<tr>
<td>Three</td>
<td>Submission of manuscripts</td>
<td>Up to three months following solicitation</td>
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</tbody>
</table>

Total Timeline: Six months after Stage One commences

Recruiting Secondary Guest Editors
It is important to identify additional Secondary Guest Editors who are likely to be willing to accept the role and able to solicit the target of five papers. You may approach candidate Secondary Guest Editors directly if you wish, although journal staff can send emails on your behalf. A guide will be distributed to Secondary Guest Editors to make them aware of their role in the process and an email template is available from journal staff upon request.

Waivers and discounted article processing fees
Each Lead and Secondary Guest Editor may assign a fee waiver to one of the papers they solicit, provided they have also solicited a minimum of one fee-paying paper. The other papers receive an Article Processing Fee (APF) discount if accepted for publication by the editorial decision-maker following peer review. The discounted APFs by region are:

- North America: USD $1386
- Other Countries: GBP £1040

Summary of key services provided to all authors:

- Open access means anyone anywhere in the world can read, use and cite your research, which leads to greater visibility and impact, and may encourage collaborations and faster developments in your field
- Fair and independent peer review by experts in the field
- Article metrics service to allow each author to monitor re-use of published article
- High production values including professional manuscript editing and typesetting
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- All SAGE journals are members of COPE (Committee on Publication Ethics).

Authors will be asked to pay the discounted APC after acceptance for publication by the editorial decision-maker.

Sample author invitation template

I am Guest Editing a Special Collection for (journal name) on the topic of:

Add short Aims and Scope

APC information

I would like to invite you to consider submitting a paper on the topic of xxxxxx.

The advantages of publishing in this journal are that:

- Open access means anyone anywhere in the world can read, use and cite your research, which leads to greater visibility and impact, and may encourage collaborations and faster developments in your field
- You’ll retain more control over and rights to distribute and re-use your intellectual property via the use of Creative Commons licences
- Your funder may require your outputs for their funded research to be made open access
- The time from acceptance to online publication is only 4 weeks
- (Include as applicable) The journal is indexed in PubMed Central and the Emerging Science Citation Index.

I ask that you submit your paper by X date, however, if your commitments do not allow this, I’d be happy to consider an alternative date.

I look forward to hearing from you and hope you can accept this invitation.