



International Journal of Geoengineering Case Histories (IJGCH)

Procedures for the publication of a special Volume or Issue

Step 1: Invitation for paper submission & abstracts submission

The Guest Editor extends an invitation to potential contributors (academicians, practitioners etc) of his/hers choice or can create a public announcement to solicit more broadly papers on a specific topic. In the invitation letter the purpose of the special publication as well as an outline of the proposed schedule should be explained. Interest to contribute to the IJGCH would be expressed through the submission to the Guest Editor of a one-page abstract with a description of the case history as well as affiliation of all authors and contact information of the lead author.

Response from candidates should be requested within 1 month.

Step 2: Review of abstracts by Guest Editor and notification of authors

Upon abstract submission, the Guest Editor reviews them and selects the ones to be invited for a full paper submission. Authors are then notified by the Guest Editor, or the journal administration. Note that the number of accepted abstracts depends on whether the special publication concerns an issue or volume. A volume consists of four issues. For a special issue, typically 4 papers are required, hence a minimum of 7-8 submissions would be recommended as some papers are expected to be declined. For a special volume, 16 accepted papers are typically required.

Review of abstracts and notification of authors should be completed within 1 month.

Step 3: Submission of full papers

In his/her abstract acceptance communication, the Guest Editor should define the timeline for full paper submission and publication. Full papers should be prepared using the journal's template and should comply with all IJGCH guidelines. Papers need to be submitted online through the journal's online review system.

For an overview of the submission guidelines, please click on the following link:
<http://www.geocasehistoriesjournal.org/pub/about/guidelines>

Independently of the type of the special publication, the time for the submission of the full manuscript should not exceed 3 months.



Step 4: Standard review process #1

Upon submission, all manuscripts go through the standard review process of the International Journal of Geoengineering Case Histories. Namely, the Guest Editor will work with the Editor-in-Chief to identify reviewers, with related professional of academic experience on the field of the manuscript under review. At least two independent reviewers are needed, but potentially more. The independent reviewers have to be knowledgeable in the area of the manuscript and are requested to submit their comments through the online review system.

Review process is expected to be completed within 1 month from the time of the assignment.

Upon reception of the reviewers' comments, the Guest Editor needs to complete the Decision for the paper and send the comments with the decision back to the authors using the online review system of the journal. **Typically, submission of revised manuscripts is requested within 1 month and review round #2 is completed following the procedure outlined in Step 4, one month later.**

Step 5: Receipt of revised papers. Initiation of review round #2 as necessary

Resubmitted manuscripts requiring second round of review, go through the process as outlined in round #1. Typically the same reviewers should be engaged in the review process, but new ones or additional ones can be solicited.

Step 6: Final decision on all papers & completion of issue/volume

Manuscripts are accepted once all review comments have been adequately addressed.

The specific stage is completed within 1 month from the receipt of all revised manuscripts.

Step 7: Publication of the special issue/volume

Once the final manuscripts are accepted, the manuscripts proceed to the language editing/formatting stage. Upon completion of the above procedure for all papers of the Special Issue/Volume, and reception of the authors' approval, the Journal may officially publish their paper, web-pages, kmz database, excel file etc on the Journal's website.

Additionally, the Guest Editor may author an editorial as an introduction to the special issue or volume.

This particular step typically requires 1 month of additional work for a special issue or 2 months for a special volume.



Overall, it is estimated that a minimum of 9 months are required for the publication of a special issue and 10 months for a special volume. However, the timeline is driven by the responsiveness of the reviewers. In the following table an outline of the proposed schedule is provided:

	Time in months									
Step 1	Green	Red								
Step 2		Green	Red							
Step 3			Green	Red	Green	Red				
Step 4						Green	Red			
Step 5*							Green	Red		
Step 6								Green	Red	
Step 7									Green	Red
	Green	Special Issue				Red	Special Volume			

*Step 5 can be in progress concurrently with Step 4, depending on the completeness of the manuscripts.

**Small time extensions may be granted upon request