

Pragmatic Advice on Publishing Special Issues

Use this checklist to ensure your journal: 1) delivers a transparent process for special issues that is ethically sound; 2) is primed to ensure content and contributor validation; 3) and ultimately provides a respectable product.

- Develop an outward-facing policy outlining the process.
 - Guest editor will be responsible for the veracity and quality of content, but the EIC will have the final say.
 - Content outline and proposed authors must be approved (if content is commissioned).
 - Peer reviewers ideally should be drawn from the regular reviewer pool. Reviewers new to the journal must be checked and approved by the editorial office.
 - Insist that all submissions receive a minimum of two peer reviews.
 - Outline how papers authored or co-authored by the guest editor are allowed and how those manuscripts will be handled and peer reviewed.
 - Consider imposing a limit (perhaps just one submission) on the number of papers a guest editor can submit and, again, enforce that the regular journal Editor-in-Chief has final say on whether a manuscript is accepted for publication.
- Ensure all policies are publicly available.
- Develop an ethics and roles/responsibility document that guest editors must read and then sign.
- Insist that all authors, editors, and reviewers use institutional email addresses.
- Have protocols in place to gather conflict of interest statements from all participants.
- Consider utilizing author contributor statements or employing [CRediT](#).
- Determine how payment or waiving of APCs is to be covered and disclosed.

Checklist continues on next page