**JASTT Special Issue Proposal**

**General Information**

Proposed special issues will undergo evaluation by a scientific panel. Preference will be given to topics that address emerging areas of interest to a broad research community, particularly those organized by guest editors with established publication records and active participation in research networks relevant to the proposed subject. Articles included in special issues will be made freely accessible to the public, with no publication fees required from the authors.

**Instructions for Completing the Template and Submitting the Proposal:**

Carefully review the provided guidelines and complete the form by following the instructions, replacing the blue font text in section 1 through 6 with the relevant information. Once the form is filled out, convert the document to a PDF file. Submit the final proposal by emailing it to Editor@jastt.org with the subject line “Special Issue Proposal.”

Include a draft call for papers with the proposal.

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

*Clearly outline the focus and motivation for the proposed special issue, detailing the central themes and objectives. Additionally, explain the relevance of the special issue to a wider academic audience, with particular emphasis on its significance to the JASTT community. This section should demonstrate how the special issue will contribute to advancing knowledge and fostering discussion within the relevant fields.*

**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**

*Identify the key topics that will be addressed in the proposed special issue. This list should highlight the most significant areas of focus, helping to determine the specific expertise needed from guest editors and reviewers. By clearly defining these topics, the proposal can ensure that the special issue covers all relevant aspects and engages experts who can contribute to a comprehensive and high-quality review process.*

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

**3. Guest Editors**

*At least one guest editor must meet the following criteria: they should have either published at least one article in JASTT, or have at least seven publications listed in Scopus, Publons, or Google Scholar, or be a member of the JASTT editorial board. Preference will be given to guest editors with prior experience in organizing special issues. Inclusion of junior researchers and minorities is encouraged, though it is important to maintain a balanced team. Guest editor groups that include members from different countries, affiliations, or networks are strongly preferred*.

**3.1 Leading Guest Editor**

*The leading guest editor will be responsible for managing the entire process, including issuing the call for papers, overseeing the review process, and handling communication with both the guest authors and the JASTT team. The leading guest editor must fulfill the criteria outlined above.*

|  |  |
| --- | --- |
| **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 JASTT? |  |  |
| Are you a member of the JASTT Editorial Board? |  |  |
| Have you already organized a special issue in JASTT? |  |  |
| 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 JASTT? |  |  |
| Are you a member of the JASTT Editorial Board? |  |  |
| Have you already organized a special issue in JASTT? |  |  |
| 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**

*Develop a preliminary schedule that outlines the key deadlines for the special issue. This timeline should allow adequate time for authors to prepare and revise their manuscripts, for reviewers to conduct thorough and high-quality evaluations, and for guest editors to manage the meta-reviews efficiently. Ensuring that each stage of the process is given sufficient time is essential for maintaining the quality and integrity of the special issue.*

|  |  |
| --- | --- |
| First Submission Deadline (Announcement Date): | <add date here> |
| Notification of Final Decision: | <Anticipated times (in days)> |
| Deadline for Manuscript Submission: | <add date here> |
| Anticipated Publication Date: | Accepted articles are immediately available online. |

**5. Distribution and Promotion**

*Outline the planned distribution channels and promotional activities for the special issue call. This should include details on networks, mailing lists, and other platforms that will be used to reach potential contributors. The goal is to attract high-quality submissions from diverse researchers and research groups across various countries, ensuring a broad and international representation in the special issue.*

|  |  |  |
| --- | --- | --- |
| **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. Preliminary List of Reviewers** (the list of reviewers could be ignored if it is not available at the moment of submitting the proposal)

Provide a preliminary list of reviewers for the special issue, including their names, links to their professional homepages, and areas of expertise. The group of reviewers should comprehensively cover all topics related to the special issue. It is expected that the reviewers have already been invited and have tentatively agreed to participate prior to the proposal's submission. The list should include a sufficient number of reviewers to ensure a high standard of evaluations, with the capacity to have each paper reviewed by at least three experts.

**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.>