

# Procedure for Special Issue Proposals

## *IET Control Theory & Applications*

### 1 Background

Special Issues deal with timely topics of broad interest and should be organised by recognised experts in the area. They should have a well articulated and unifying theme and should reflect the best work in a particular area of significant importance to the theoretical and applied control community.

They should aim to attract articles of significant interest and quality.

Whilst material originating from a specific conference or symposium is acceptable for consideration (having been suitably expanded for journal publication), Special Issues should be based on a specific technical theme and encourage fully open and advertised submission.

### 2 Submission of a Proposal for a Special Issue

A detailed proposal must be prepared and forwarded to the Managing Editor of *IET Control Theory & Applications*; Lee Baldwin ([lbaldwin@theiet.org](mailto:lbaldwin@theiet.org)) containing the following:

#### Guest Editor Information

- i. There should be a minimum of 3 and a maximum of 5 Guest Editors.
- ii. The Guest Editors must be recognised, international experts in their field and this should be substantiated by the provision of a short Curriculum Vitae (CV) from each prospective Guest Editor detailing their education, research interests, employment history, awards, and any other pertinent information. Each CV should also contain a complete publication list, with publications relative to the special issue topic highlighted.
- iii. A lead Guest Editor must be nominated. This person will serve as the official contact for the Managing Editor, Editorial Assistant and Editor-in-Chief.

#### A rationale for the Special Issue

A formal proposal arguing the rationale for the proposed special issue must be provided.

This must include:

- i. An explanation of the scope, maturity and significance of the proposed theme.
- ii. A sample 'Call for Papers', including the title of the proposal, a short rationale for the topic, the names of intended Guest Editors, and the proposed submission deadline.
- iii. Forecasts detailing the minimum/maximum number of submissions the Guest Editor expects to receive.

Please note that the Editorial Office reserves the right to disband a Special Issue at any time if the number of papers of an acceptable quality fails to reach a pre-agreed minimum. In addition, if the number of papers unacceptably exceeds the journal's page budget, some material may be published in subsequent 'regular' issues.

### 3 Responsibilities of Guest Editors

- i.** Guest Editors are responsible for announcing the call for papers as widely as possible. This should include electronic mailing lists such as the IEEE Control Systems Society e-letter and the distribution of flyers at relevant conferences.
- ii.** Once the submission deadline has passed, the Guest Editors are responsible for securing a minimum of three independent reviews for each manuscript. The reviewers must be qualified researchers with expertise in the topic area of the submitted papers.  
\*\*For these purposes, only the lead editor will be assigned editorial login privileges on IET manuscript tracking software (Manuscript Central). Instructions on how to use the software will be provided by the editorial office as soon as submissions are received.\*\*
- iii.** The Guest Editors will be responsible for making preliminary accept/decline decisions based on the first round of review, and then organising subsequent rounds of review (as necessary) to determine the final list of accepted papers.

The review and decision-making processes are to be conducted in a timely manner. Any required action from the Guest Editor/s should be undertaken within 1 week of becoming due.  
The lead Guest Editor assumes responsibility for all Guest Editors.  
The Editorial Office reserves the right to take action on any paper on the Guest Editor's behalf if unacceptable delays arise.

#### **4 Potential Conflicts of Interest**

In order to avoid conflicts of interest in the process of producing a special issue, the following policy will be applied:

- i.** A Guest Editor cannot appear as author or co-author on more than two submissions to the special issue
- ii.** Any paper submitted by a Guest Editor to the special issue will be handled by the Editor-in-Chief in collaboration with the Editorial Board
- iii.** The following people are precluded from taking part in the review process of any paper submitted for consideration as a special issue paper:
  - (a)** Any person in the same organisation as any of the authors;
  - (b)** Any research collaborators of any of the authors;
  - (c)** Present or former students, advisors or any people closely connected to any of the authors.

#### **5 Selection of Special Issues**

Proposals for special issues are assessed by the Managing Editor and Editor-in-Chief, in conjunction with two members of the Editorial Board with expertise in the associated topic area. A decision will be taken and communicated to the lead Guest Editor within 3 weeks of the proposal being received.  
Upon formal agreement to proceed with a Special Issue, one A4 page will be devoted to advertising the Call for Papers (space permitting) in each issue of *IET CTA* until the Special Issue deadline has passed. In addition, the Call will be placed on the journal's webpage for the entirety of the advertising period (minimum 6 months).