

# **Guidelines for Special Issue Guest Editors**

## **Journal of Convergence (FTRA Publishing)**

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<http://www.ftrai.org/joc/index.html>

(1) A Special Issue proposal submitted to this journal must be focused on a particular and important area of the convergence technologies' R&D activities. They deal with more focused topics with high current interest falling within the scope of the journal in which they are published. They should be organized by recognized experts in the area and attract articles of the highest quality. Special Issue proposals are welcome at any time during the year.

(2) Basically, the Special Issue Papers submitted to this journal SI CFP should be made open submission to potential public authors. Moreover, some high quality extended papers from many good conference, symposium, and workshop will have an opportunity to be published to JoC.

The CFP should be publicized by Guest Editors (GEs) as well as FTRA. Wide publicizing is VERY important to attract more quality submissions.

Proposals for Special Issues should be submitted by the Lead Guest Editor of the Special Issue and should include the following:

- The journal for which the Special Issue is intended
- A suggested title for the Special Issue (should not exceed 10 words)
- Proposed Aims and Scope, giving an overview of the Special Issue's intended focus and a list of the topics to be covered
- A list of the Guest Editors who will join the Lead Guest Editor in managing the Special Issue, including their names, emails, affiliations, and a short biography (one paragraph) of each of the Guest Editors
- A proposed timeline and schedule which includes:
  - o Deadline for submission (3-6 months from the initial Call-for-Papers)
  - o First round of review (3 months after submission deadline)
  - o Tentative publication date (3 months after the first round of review)

All proposals are subject to approval by the journal following a discussion of the proposed Special Issue among the journal's Editorial Board. If approved, a Call-for-Papers for the Special Issue will be issued and posted online.

(3) The papers included in an SI from a conference MUST be substantially enhanced versions of the accepted papers from the conference to avoid complication of any copyright issues. The GEs should make this point very clearly when they invite the authors from a conference to submit their papers.

(4) All submissions to an SI should go to the Special Issue corresponding GE by email and the review process should proceed online only.

(5) The detail requirements for submissions (i.e., manuscript style, etc.) could be found from JoC journal website at <http://www.ftra.org/joc/>.

(6) GEs are responsible to accomplish the whole review process and make their recommendations before the notification due as given in the CFP. Failure to do so may cause a substantial delay for publication of the SI, and a rescheduled publication may become necessary by FTRA. Therefore, it is very important that GEs should urge all reviewers and authors to do their reviews and finish their revisions in a timely manner to ensure the success of an SI.

(7) Each submission should be reviewed by at least three reviewers before recommendation will be made. In case the GEs have difficulties to find enough reviewers, they could also act as reviewers to finish the process before making decisions.

(8) The Guest Editors' main editorial task is to manage the peer review of submitted manuscripts. Guest Editors should recommend papers for publication only on the basis of academic merit and subject appropriateness. To ensure the success of the Special Issue, we generally aim to have at least 6 accepted papers and the maximum number of a volume is 15 accepted papers. In case a special issue has many high quality papers (more 15 accepted papers), it will be handled by EiC (Prof. James J. (Jong Hyuk) Park) in order to decide on a volume division like No. 1 and 2.

(9) If GEs have any problems and difficulties in using manuscript central, please feel free to ask the JoC Secretary at FTRA [[ftra.joc@gmail.com](mailto:ftra.joc@gmail.com)] for assistance.