Guidelines for Guest Editors

Neural Computing and Applications

Preparing a Proposal

Guest Editors (GE) should contact the Editor-in-Chief with their proposal idea to ensure it is relevant and there is space in the Publication Schedule for the Special Issue (SI).

The proposal should contain the following information:

- Provisional title for the Special Issue
- A one-page outline summarising the objectives of the Special Issue
- A paragraph stating how the GEs plan to undertake robust, independent peer review
- Provisional time schedule
- List of potential contributions (typically 8 to 10 papers, as no more than 12-14 should be accepted per Special Issue)

If there are several Guest Editors involved in a Special Issue, one Guest Editor should act as Corresponding Editor.

If your proposal is accepted, please send the following information to the Editor-in-Chief:

1. Title of the SI
2. Short Title for Editorial Manager (no more than 75 characters, including spaces. The format should be “S.I.: ***(SI Name)***.)
3. Name(s), affiliation(s) and email address(es) of Guest Editor(s), including the nomination of a “Lead” Guest Editor
4. A deadline for submission of the papers for the SI
5. A PDF of the Call for Papers, which will be added to the Journal Homepage (if for an open Special Issue)

Peer Review Procedure

Submission

Guest Editors of a SI will receive an individual login in the Editorial Manager online system. A “Lead” Guest Editor must be nominated, and they will be responsible for assigning manuscripts to other Guest Editors. All Guest Editors will be expected to handle and distribute manuscript assignments among reviewers who will be selected by the Guest Editors.

It is the Guest Editors’ role to select authors and invite them to submit papers for the Special Issue which are of the highest quality in terms of science and presentation. They should also ensure that all papers submitted conform to the editorial and publication policies of the journal. If this is an open SI, please ensure a Call for Papers is provided to the Editorial Team.
Submissions to SI must be done through the Springer Editorial Manager online reviewing system on: https://www.editorialmanager.com/ncaa. Instructions for Authors can be found at http://www.springer.com/521.

Plagiarism Checking

All new submissions are checked for plagiarism using iThenticate. Please check the iThenticate score for all submissions to the SI before sending out for review. If you are concerned about the “Similarity Score” provided by iThenticate, please contact the authors for an explanation. More help can be sought from the Journal Editorial Office Assistant, if needed.

Conference Papers

If a Special Issue is to be offered as a follow-up to a conference or a workshop, GEs are responsible for ensuring that the contents of the manuscripts submitted to the Special Issue differ from the conference papers (we expect roughly 30% new content). Any potential copyright and self-plagiarism issues have to be avoided in advance. Extended papers to be published on the SI can contain a specific note referencing the conference paper and providing information about the extended content.

General

Each manuscript submitted must be original, not published formally elsewhere, and must be peer reviewed by at least two specialists in the field. Guest Editors are expected to handle all aspects of the papers’ review and editorial decisions in an efficient and timely manner. The final decision on acceptance is up to the Editor-in-Chief of the journal.

PLEASE NOTE: No more than 12-14 papers should be accepted for any one Special Issue. This is a strict limit, and exceptions must be agreed with the Editor-in-Chief before any papers are accepted.

Publication

Guest Editors will be required to submit a preface/editorial for the Special Issue, and will liaise with the Editor-in-Chief regarding the requirements for this. Guest Editors will also advise the journals office about the order in which they wish articles to appear.

Once the papers have been accepted by the Editor, they are then transmitted to the publisher’s production department. Proofs will be available online for the Guest Editors to review and approve before Online publication.

Please note that colour figures and images are reproduced free of charge in electronic form. There is a page charge for colour in print: please contact the Editor for further information.

If the number of pages of a Special Issue does not reach the number of pages of the journal print version, the EIC reserves the right to merge the Special Issue with other Special Issues or regular papers in one print issue.

When the Special Issue appears in print, the title and names of the Guest Editors will appear on the cover and the contents page.
After Publication - SI Analysis

As part of agreeing to publish your Special Issue, we ask that you provide an analysis of the Special Issue one year after publication. This analysis should include the number of submitted papers, the number of accepted papers, the number of citations to the articles published in your SI and any other statistics or data that you wish to include. Please send this analysis to the Editor-in-Chief for his review.