

Guidelines for Special Issues

Special Issue articles should fulfil all the normal requirements of any individual article and should be of relevance to the scope of *Polish Polar Research*. The same criteria of quality, originality, and significance apply to articles in Special Issues as to regular articles. Special Issue articles should be original and must not consist of overviews of the authors' previously published work.

Processing and management procedures for Special Issues are as follows:

1. Initial proposal

Each Special Issue must receive initial approval from the Editorial Board before the papers are submitted. For the first step, write an e-mail to one of the Editors-in-Chief with a short information on the topic of proposed Special Issue, briefly outline scope, and prospective Guest Editors. If the Editor-in-Chief replies positively, submit a more detailed proposal. The proposal should be e-mailed to the Editor-in-Chief, using the following format:

- The title of the Special Issue.
- The scope of the Special Issue.
- A brief CV of the proposed Guest Editors.
- A draft of the Call for Papers.
- A timetable.

The Editorial Board will consider whether the proposal is of interest to the journal and the proposed Guest Editors will be informed if they will be granted agreement to proceed.

2. The review and editorial procedure

After submission of manuscripts, the Guest Editors will access if they are in the scope of the Special Issue. If so, the manuscripts will be sent out for peer review following standard editorial procedures. If a paper does not meet the criteria required for the Special Issue, Guest Editors may reject papers without having them sent for external review. The Editor-in-Chief will be available to assist the Guest Editors in case of any doubt about a course of action to be taken. Guest Editors are expected to oversee the peer review process for the Special Issue but final acceptance approval for each paper will be given by the Editor-in-Chief.

For all Special Issues, please note that:

- Guest Editors will be granted an access and guidance to the online submission and reviewing system used by *Polish Polar Research* editorial team.
- The Editor-in-Chief may wish to take a first look at all papers submitted to a Special Issue and may reject papers without review on the basis of their quality or ask for further revisions to be made prior to the review process.
- The peer review process of each manuscript is carried out by the Guest Editors in the same manner as in the case of regular submissions, but final acceptance will be given by the Editor-in-Chief.
- As articles start to become accepted, they will become available at journal website as Early Access articles. The Guest Editors will prepare an introductory article, which should be submitted no later than two weeks after the acceptance of the last article in the Special Issue.
- Authors should work to clear deadlines agreed between the Guest Editors and Editor-in-Chief, and be made aware that if they miss these deadlines their papers may be excluded from the Special Issue not to disadvantage other authors.

- A full Special Issue should comprise of at least four papers plus the introductory article. If fewer papers than anticipated are accepted, a grouped publication of articles may be proposed without an introduction.
- The Editor-in-Chief and Guest Editors will liaise with each to work out any issues that arise throughout the editorial process. However, the Editor-in-Chief is to finally resolve any disagreements that may arise during the editorial process.