

# GUIDELINES FOR TOPICAL COLLECTIONS



**Regional Environmental Change** enables, encourages and initiates the publication of Topical Collections. The following are the guidelines for the preparation and publication of such issues.

## **Preparation of a Proposal**

Proposals for topical collections are handled and decided upon by the Editors-in-Chief and the Topical Collection Editor of the journal. Guest Editor(s) should prepare a proposal for the Topical Collection and submit it to the Topical Collection Editor, Editors-in-Chief and the publisher for their approval.

The proposal should contain the following information:

- the tentative title of the Topical Collection,
- approx. one page outline summarizing the objectives of the Topical Collection,
- a short statement from each guest editor about their scientific background and experience with editing,
- the tentative time schedule, and,
- the listing of tentative contributions (paper titles, abstracts, authors and affiliations) and which Guest Editor would handle which paper.

## **Peer Reviewing Procedure**

Guest Editors are expected to keep in close contact with the Topical Collection Editor and Editors-in-Chief.

Guest Editors are expected to select authors and to invite them to submit high

quality (in terms of science, English and presentation) papers to the Topical Collection; to select reviewers for the submitted papers; to handle all aspects of the papers' review and editorial recommendations in an efficient and timely manner (the journal policy is for reviews to be completed within three weeks and to react to every step of the editorial chain within 3-4 days); and to remain in contact with the Topical Collection Editor and Editors-in-Chief in all other matters concerning the Topical Collection.

Guest editors cannot handle papers submitted to a Topical Collection involving co-authors from their own affiliation or other conflicts of interest.

All articles appearing in a Topical Collection should conform to the standard editorial and publication policies as outlined for the journal. This implies that each manuscript will be original, not be published formerly elsewhere and will be peer reviewed by at least two international specialists in the field.

The reviewers should be independent from the authors' affiliation. It is also important that at least one reviewer originates from another region than the study region (ideally another continent), and that there are reasons to believe that the reviewers might accept the invitation.

In case major revisions are asked for by any of the referees, the revised text should be reviewed again by at least one referee.

### **Editorial Manager**

Topical Collections are processed in the Editorial Manager system. Each Guest Editor is granted an Editor login to the system.

### **Topical Collection Workflow**

After submission, papers are assigned to the Topical Collection Editor of the journal who will delegate papers to the guest editors who can then invite reviewers for the papers, handle the review process and write an editorial recommendation for the Topical Collection Editor.

Guest Editors can use the Editorial Manager system to search and register new reviewers. New reviewers should be invited using a pre-prepared e-mail available in the system. It is important that the messages are customised to motivate the reviewer by using the 'customise' button. This enables the e-mail to be modified to create a more personal message, possibly relating the request to match the reviewer's profile.

The 'details' part of the menu for each manuscript lists the reviewers suggested by the authors. Guest Editors are responsible for selecting the most appropriate expert reviewers and should therefore carefully check the credentials and expertise

of any reviewer suggested by the authors. Pay particular attention to e-mail addresses and affiliations to avoid any fake e-mail addresses and fraudulent researchers reviewing their own work.

It is advised to simultaneously invite at least 3-4 reviewers, in case of non-responsive reviewers or unaccepted invitations. Those reviewers invited as 3<sup>rd</sup> and 4<sup>th</sup> can be classified as ‘alternative reviewers’ and will receive an automatic invitation should one of the first reviewers decline.

When reviewers return their reviews, Editorial Manager will automatically inform the Guest Editors, who can access the review via the system. Automatic reminders are regularly being sent to reviewers and Guest Editors.

Should the Guest Editors be informed, or become aware of, a change of authorship then this must be discussed with the Topical Collection Editor and the Publisher.

Please note that changes in authorship are only allowed pre-acceptance of submitted papers and after the completion of a **‘Change of Authorship Request Form (pre-acceptance)’** form which will be provided by the Publisher.

### **Acceptance by the Editors**

The Guest Editor will make a recommendation regarding: rejection, major or minor revision, and final acceptance to the Topical Collection Editor who will take a final decision, if needed involving the Editors-in-Chief. Authors will be automatically notified of decisions through Editorial Manager.

### **Time Schedule**

Guest Editors should prepare a time schedule and inform the authors. Guest Editors should remain in contact with the Editors-in-Chief, Topical Collection Editor and Publisher regarding the status of the Topical Collection on a regular basis (every 3-4 months).

It is the responsibility of the Guest Editor to ensure a thorough and speedy review procedure. The journal policy is for reviews to be completed within 3 weeks and editorial decisions must be made within 3-4 days of the completion of the reviews.

Guest Editors should only assume their role if other scheduling constraints allow them to dedicate the necessary time to manage a Topical Collection. The typical time from inception to completion of a Topical Collection is 1-2 years.

The time between the acceptance of the first and last paper of the topical collection should be as short as possible.

### **Topical Collection: Editorial**

Guest Editors are also expected to write an introduction or overview (1-2 pages) as a Preface for their Topical Collection. Please email the Topical Collection Editor a copy of the preface/editorial for review as a Word document. Editorials are no longer processed via Editorial Manager.

### **Size**

Each Topical Collection is devoted to a single, well defined topic; the number of papers in a Topical Collection can be as few as or as many as the Guest Editors have agreed upon with the Topical Collection Editor.

The title of the Topical Collection as well as the guest editor's names will appear on the online version of the topical collection. The print version of the topical collection articles will be mixed with regular articles.

### **Author Instructions**

Authors can submit their paper through this link: <https://www.editorialmanager.com/reec/default.aspx>. Authors should select the article type from the dropdown menu, upload their manuscript files and then provide topical collection information in the questionnaire provided in the '**Additional Information**' section.

Instructions regarding electronic submission of manuscripts can be found at: <https://www.springer.com/journal/10113>

### **Colour Images /Page Charges**

Colour images will be included in both the print and online issue free of any costs. There are no page charges.

### **Mechanics of Publication**

The Guest Editor will receive a full set of proofs (in case of multiple Guest Editors the Publisher will supply multiple sets of proofs). The corresponding Authors will receive author's proofs.

## **Checklist**

When finalising the Topical Collection for publication with journal production, Topical Collection Editor, Editors-in-Chief and the Publisher, the following should be considered:

1. Preface or Guest Editorial
2. Sequence of papers
3. Full names and affiliations of the Guest Editors (correct spelling and sequence of names as they should appear in the online version of the Topical Collection)

**For any questions regarding Topical Collections please contact:**

### **Editor-in-Chief:**

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