

## Statement, Article Types, and Special Issue Guidelines

1. Manuscripts submitted to this journal should contain original basic and applied research work on physical and chemical aspects of phenomena of transport in porous medium domains. They should not have been published, or simultaneously submitted elsewhere.
2. Submitted articles should largely contain previously unreported material. The overlap of contents between related papers should be the minimum, normally confined to the introductory/review sections.
3. Authors should provide information and preprints on any papers closely related to the submitted paper, which have not yet appeared in the public domain (in review, in press). If deemed necessary to the review process, these will be copied to the reviewers.
4. Authors should consult the Journal's "Authors Instructions" for detailed stylistic guidelines, during preparation of their manuscripts. Editors may return manuscripts that are grossly inconsistent with these guidelines.
5. Where the submitted manuscript is multi-authored, one individual will need to be the corresponding author. It will be assumed that all the authors have been involved in the work, have approved the manuscript, and agree to its submission.
6. Manuscripts will be sent to at least two reviewers. Reviewers are requested to treat the manuscript confidentially. They may choose to identify themselves, or remain anonymous.
7. The Editor's judgement is final with regard to suitability for publication.
8. The Publisher carries responsibility for typesetting, page lay-out and figure sizing, for all accepted papers.
9. Authors are responsible for reading and correcting page proofs of their articles. Proof corrections are normally restricted to typesetting and printing errors. Major changes cannot be undertaken at the proof stage.

### Descriptions of Article Types

The journal welcomes a variety of article types:

#### Research manuscripts

Regular research scripts may comprise a maximum of 20 journal pages, including figures, tables and references. One journal page corresponds to ca. 450 words. For exceptional cases authors are advised to contact the editor prior to submission of the script. All submitted manuscripts will undergo a rigorous peer-review.

#### Information and News Section

Short announcements of scientific meetings and other events, of interest to the Journal's readers, will be accepted free of charge

### **Technical Notes**

Technical notes may comprise a maximum of 10 journal pages.

### **Letters to the Editor**

Matters arising, brief discussions, research notes, and comments, etc., may be sent for publication as Letters to the Editor which will be given high priority in publication. They should be brief and to the point, and should contain no more than three pages, including tables or figures.

### **Review Articles**

It is not the intention of the Journal to publish review papers frequently. Occasionally, invited critical state-of-the-art reviews will be included, with the objectives of critically evaluating existing knowledge and providing background information for future research. Authors who wish to review a particular topic, should consult the Editor prior to submission of the manuscript.

### **Books for Review**

Books for review are invited and should be sent directly to the office of the publisher. The Journal publishes long discursive reviews of selected books and short epigrammatic characterisation of others.

### **TIPM - Reviewing Process:**

It is the editor's responsibility to select and assign reviewers for each submitted script.

However, we do welcome the author's input on this, when they are submitting scripts in Editorial Manager.

Authors are requested to suggest 4 potential reviewers for their submission. Contact information for each suggested reviewer is to be submitted along with the script. Specific reasons for suggesting each person is recommended. Please note that the journal may not use the author's suggestions, but their help is appreciated and may speed up the selection of appropriate reviewers.

## **Guidelines for Special Issues**

It is the policy of the Journal to enable, and even to encourage and initiate the publication of a special issue from time to time.

Each special issue is devoted to a single, well defined topic. The title of the topic as well as the guest editor's names will appear on both the cover and on the contents page of the issue

The following are the guidelines for the preparation and publication of such issues.

### **Preparation of a Proposal**

The Guest Editor(s) for a special issue (SI) is(are) chosen by the Editor. The Guest Editor(s) should submit to the Editor and the publisher for their approval a proposal that contains the following information: title of the SI, a brief outline summarizing the objectives of the special issue, tentative time schedule, and a list of tentative contributions.

In case there are several Guest Editors (GEs) one GE will act as corresponding GE.

### **Tasks of Guest Editor**

Once, the proposal for a SI is approved, the GE will select authors and invite them to submit journal quality papers (in terms of scientific content, English and presentation) to the SI. The GE will then provide the Editorial Manager Assistant and Editor with an updated Table of Contents. The GE will also select reviewers for the submitted papers and keep in touch with the Editorial Manager Assistant and Editor on all other matters concerning the special issue and the status of the preparations. The GE should prepare a strict time schedule and inform the authors and reviewers of it. It is the GE's responsibility to ensure a thorough and speedy review procedure. The GE will submit a Preface to the SI.

### **Peer Reviewing Procedure**

All articles appearing in the SI should conform to the standard editorial and publication policies as outlined for the journal. Although appearing as part of a SI, all articles should conform to the same quality standard as any journal paper. This implies that each manuscript will be original, not be published formally elsewhere and will be peer reviewed by at least two international specialists in the field. In case a major revision is recommended by any of the referees, the revised script should be reviewed again by at least one referee.

NOTE: There are separate guidelines for Special issues for which the peer review is handled via Springer's Editorial Manager system.

### **Final Acceptance by the Editor**

In consultation with the Guest Editor, the Editor will make the decision concerning acceptance and will send a letter of final acceptance to the authors.

## **Documentation**

Guest editors will receive from the publisher a special issue contract and a step-by-step guide for Editorial Manager from the EM office.

## **Size**

Each issue will contain 125 pages, but, when justified, it may contain up to 250 pages.

## **Author Instructions**

Instructions, also regarding electronic submission of manuscripts can be found at

<https://www.springer.com/journal/11242>

## **Color Images**

Please note that black and white and color figures/images are reproduced free of charge in print and electronic form, for any script accepted after January 2008.

## **Checklist**

When submitting final accepted material to the publisher, the following should be included:

1. Sequence of papers
2. Names and sequence of guest editors' names
3. Final title of the special issue
4. Preface or Guest editorial

## **Mechanics of Publication**

The Guest Editor will receive a full set of proofs (in case of multiple GEs the publisher will supply multiple sets of proofs). The corresponding authors will receive author's proofs.

It is the intention of Springer, subject to the recommendations of the Guest Editor(s) and the Editor, to consider the possibility of also distributing the special issue as a separate (hardcover) book.

The corresponding author will receive a free pdf of the article. Printed offprints can be ordered by the corresponding author.

The Guest Editor(s) will receive two copies of the special issue. There are no page charges.

For any questions regarding special issues please contact:

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