

Guidelines for Special Issues of *Arctic, Antarctic, and Alpine Research*

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AAAR Standards: Manuscripts must meet the same quality and editorial standards as other papers published in the journal. AAAR does not publish extended abstracts. Papers must not include significant previously published material. Lead author must affirm that all authors have seen and agree with the content of the manuscript. English is the language of the journal. If a large number of authors are non-native speakers, the special issue should consider budgeting for translation assistance.

Guest Editor Responsibilities:

1. Guest Editors are responsible for selecting/inviting manuscripts for submission to their special issue. Manuscript selection is based on scientific quality and relevance to scope of special issue, with the ultimate goal of a coherent and complete set of papers.

2. Guest Editors serve as Associate Editors for all papers submitted to the special issue. They ensure that all papers meet the quality standards and submission requirements of AAAR. The Associate Editors assign referees using the Allentrack online manuscript tracking system, evaluate the reviews, oversee the revision process, and make recommendations on manuscripts to the Editors of AAAR.

Review process rules:

- Each paper must have 2 reviews by international specialists. Three referees should be sought in unclear cases. The papers must be revised according to the referees' and Associate Editor's comments.
- If major revision is required by one referee, the revised manuscript should be reviewed again by at least one referee.
- Guest Editors are responsible for determining whether revised manuscripts adequately address concerns of the referees.
- Invitation to submit a manuscript to the special issue does not guarantee publication. The same strict peer review standards will apply to special issue authors as apply to authors in general.
- Guest Editors should not be involved as authors in multiple papers of the special issue, especially as first author.
- Contributing authors to the special issue should be used sparingly as referees.
- Correspondence between the Guest Editors and the authors should be made within AllenTrack so that such correspondence is available to the Editors of AAAR.
- The Editors of AAAR will make final decisions on acceptance of special issue manuscripts for publication.

Time Schedule:

A time schedule that regulates deadlines for submission and revision of manuscripts should be decided upon by the Guest Editors and Editors and communicated to the authors. Deadlines should be strictly followed to ensure timely completion of the special issue. Changes in the time schedule may be needed, but have to be agreed upon by the Guest Editors and Editors. After all manuscripts have been reviewed and accepted, at least five months are required for the publishing process because the journal is a quarterly.

Galley proofs will be sent to the first or corresponding authors for a final check before publishing.

Manuscript Length:

The maximum number of printed pages for each paper should normally not exceed 15 pages, including figures. Regular contributions to AAAR are usually 6000 words or less, plus figures, tables, and references.

All manuscripts are submitted and managed online via AllenTrack (<http://aaar.allentrack2.net/>).

Costs and Benefits:

- Cost for the special issue is \$80 per page (a \$5 discount from regular page charges). This includes all text and black-and-white figures, both in the printed journal and online. Color is extra in the printed journal (\$300 per page), but is free online if the published version of the figure was in color. An option exists to publish a color version of a figure online that was originally published in black and white, but there is an \$80 charge for each figure. This fee covers the journal's cost.
- A \$50 processing fee is assessed for each accepted paper (this is a discount of \$150 per paper from the regular fee).
- The corresponding author or a co-author of each paper is given a one-year online subscription for the volume in which their paper appears.
- The corresponding author receives a PDF of the paper.
- Reprints are available at cost.
- The special issue editors may select a cover photograph for their issue.

Arctic, Antarctic, and Alpine Research

Special Issue Information Form

1. Title of Special Issue: _____

2. Guest Editors: Include names, addresses, fax/telephone and e-mail addresses:

3. Source of Special Issue: (i.e. symposium, workshop), Location and Date, Sponsors:

4. List of contributors and manuscript titles (attach list)

5. Proposed Timeline:

•Submission date of manuscripts: _____

•Manuscript review –allow 9-11 weeks: _____

•Revision due date: _____

•Final manuscripts: _____