

Procedure for a Special Issue

General procedure	The procedure we propose is as follows: <ol style="list-style-type: none">1. Abstract (proposal)2. Review of the proposal3. Call for papers4. Review of the manuscripts5. Introduction to the special issue6. Final review7. Publication
1. Abstract	<p>The guest editors are invited to write a short abstract for the special issue (about 200 to 400 words). The abstract should contain the following elements:</p> <ul style="list-style-type: none">▪ Description of the theme (and subthemes);▪ Preliminary list of potential authors (if they already agreed to the proposal, add the titles and abstracts of their contribution);▪ Publication scheme with list of deadlines (abstracts; full papers; review round; publication). <p><i>Remark:</i> We distinguish two types of proposals for a special issue:</p> <ul style="list-style-type: none">▪ An open proposal: this proposal contains a call for contributions, with theme, subthemes, indication of type of contributions expected.▪ A half open proposal: this proposal contains the same, but in addition three to maximum five abstracts (authors, title, abstract) are already included.
2. Review of the proposal	The proposal will be reviewed by two members of the editorial board. Within short notice, the proposer(s) will be informed. One of the editors will act as a contact person between the guest-editors and the journal during the whole process.
3. Call for papers	<p>In case of a positive review, the call for papers will be distributed.</p> <ul style="list-style-type: none">▪ The call will be posted on the JoWR website and the proposers will be announced as guest editors.▪ The guest editors will send out an open call for papers so as to attract extra papers.
4. Review of the manuscripts	<p>The manuscripts for a special issue are subject to both internal and external review.</p> <ul style="list-style-type: none">• All papers will be internally reviewed by the guest-editors and at least one author of another paper included in the issue; only papers that are approved by the guest editors will be part of the issue.• All papers will also be externally reviewed by at least one member of the JoWR editorial board. <p>The JoWR editor feeds these reviews back to the guest editor(s), who will deal with the authors about the reviews and the process.</p>
5. Introduction to the special issue	On the basis of the selected papers the guest-editors write an introduction to the special issue.
6. Final review	During the final review the revised manuscripts will be evaluated on the basis of the recommendations in the previous review round.
7. Publication	Publication of the special issue.
