

## **General Information for Requesting a Special Topical Issue**

### ***Advances in Space Research***

(Revised 2023)

This information should be reviewed when considering a Special Topical Issue for *Advances in Space Research*. (ASR).

1. Any individual may suggest a special topical issue of ASR for any topic appropriate to ASR. Special issues should be international in scope and open to submission of manuscripts from the scientific community. Special issues cannot be conference proceedings.
2. A request form (see below) should be completed and submitted to the ASR Special Issue co-editor (currently Margaret (Peggy) Ann Shea, [sssrc@msn.com](mailto:sssrc@msn.com)). One individual should be designated as Guest Editor for any special issue although two Guest Editors can be appointed if a very large number of manuscripts are anticipated. Potential Guest Editors are provided with specific information on the processing of manuscripts from initial submission to decision, and are requested to agree to complete their assignment as a Guest Editor in a timely manner.
3. Final decision for the publication of a Special Issue of ASR will be made by the ASR Editors and/or the COSPAR Publications Committee upon submission of the initial request and agreement from the suggested Guest Editor(s). If approved, a formal request will be forwarded to Elsevier to modify the ASR submission web site to uniquely identify submissions for the Special Issue.
4. Once the Elsevier submission site is ready for submission of the special issue papers, a call for papers should be made to the appropriate scientific newsletters, web sites, etc. These topical issues cannot be considered as proceedings; contributions must be open to all members of the appropriate scientific community. Examples of announcements are available upon request.
5. All papers must be submitted through the Elsevier Editorial Manager System (EM) for ASR. The papers should be designated for the special issue upon submission. All refereeing and editing will be through the Elsevier guest editor's account, and he/she will be responsible for selecting reviewers, getting revisions, and making decisions. Information will be given to the guest editor as to the flow of manuscripts in the system which is via the ASR co-editor for Special Issue papers. Elsevier will provide instructions on the use of EM to each guest editor. The ASR co-editor for Special Issues will assist the Guest Editor throughout this process.
6. All papers must be refereed by a minimum of two individuals. While the Guest Editor can be one of the reviewers, this is not encouraged. There are occasions when two reviews are very different (e.g. Accept and Reject) in which case the Guest Editor is encouraged to find a third reviewer or act as the (anonymous) third reviewer by submitting a regular reviewer's report.

7. There are no page limits for individual articles. The length of each paper should be appropriate for the material being discussed. Special issues are expected to have at least 10 papers and should be approximately 150 or more in length; issues up to approximately 1000 pages can be accommodated. Most of the ASR special issues are 150-250 pages with 15-30 papers.

8. ASR does not have any publication costs. There is a charge for the printing of color pages. There is no charge for color on the electronic version. ASR supports Open Access but a specific fee will be requested from the author; a 25% discount is available for COSPAR associates.

9. Accepted papers are quickly available electronically via Elsevier's ScienceDirect as "Accepted Manuscripts"; a doi number is assigned at that time. The papers are then typeset, and once the galley proofs are approved by the author, the original document is replaced by the "Corrected" Manuscript.

10. When decisions are made on all submissions, the guest editor is responsible for preparing a short Preface and arranging the papers in whatever manner he/she chooses. Once the papers are assembled for printing, page numbers are assigned and the entire issue is available electronically on Elsevier's ScienceDirect. By the nature of Special Issue publication, papers for Special Issues are not printed as quickly as regular papers since it takes time to process the large number of papers (many times over 50) submitted for a special issue.

11. The Guest Editor will receive a complimentary printed copy of the issue. The cost of bulk orders can be arranged by Elsevier.

The next page is the special issue request form to be submitted to the ASR Editor-in-Chief Pascal Willis ([pascal.willis.17@gmail.com](mailto:pascal.willis.17@gmail.com)) or the co-editor for ASR Special Issues, Peggy Ann Shea ([sssrc@msn.com](mailto:sssrc@msn.com)). Please submit using MSWord.

**REQUEST FOR SPECIAL TOPICAL ISSUE**  
***ADVANCES IN SPACE RESEARCH***

1. Please indicate the name and contact information (e-mail address and affiliation address) of the Guest Editor. (While we prefer only one Guest Editor for each special issue, special arrangements can be made for two Guest Editors if a very large number of manuscripts are anticipated.)
  
2. Working Issue Title, as it will appear within the Table of Contents.
  
3. Working title as it will appear on the spine.
  
4. Preferred Short Issue Title (maximum of 25 characters including spaces), as it will appear in the Elsevier Editorial Management System (EM)
  
5. Estimated number of articles:
  
6. Date for anticipated first submissions to EM:
  
7. Deadline for manuscript submission (should be at least three months from the anticipated first submission date:
  
8. Anticipated date when all manuscripts should be fully reviewed and final decisions made on all manuscripts (should be approximately six months from the submission deadline):
  
9. List of society and/or organizations where invitation to submit to special issue will be publicized. This would include newsletters, announcements, flyers, etc.
  
10. Provide a brief summary of the subject matter to be covered (not to exceed one page). This information will be used for approval by the COSPAR Publications Committee and for a general announcement, if approved.