

## Special Issue Proposal and Guest Editorial Policies

This document details the process of submission and subsequent review, as well as the pertinent journal publication policies for special issue and the responsibilities of guest editors.

### Proposal Submission Guidelines

A special issue proposal must be within the journal's scope. See the [Subject Coverage](#) page for further information, and preference is given to those that cover a cutting edge technology area or an emerging research topic of broader audience and readership.

The proposal should differentiate your proposed special issue themes from (1) recent special issues that appeared in the previous year of TOIT, (2) the recent special issue CFPs that have closed their CFP but not yet completed the review cycle, and (3) the open call for papers of upcoming special issues. All three pieces of information can be found on the TOIT [Call for Papers](#) page.

In addition to the proposed special issue themes with a list of subjects of interest, the proposal should identify the guest editors with the credential to lead the proposed special issue, and also identify the potential sources of submissions and reviewers.

It is preferable if the guest editors will also provide a brief description of why your proposed special issue is relevant and timely to TOIT readers, and which other comparable journals have had similar special issues in the recent years.

Finally, all papers submitted to a special issue should follow general [TOIT Author Instructions and Guidelines](#), and also, the review process should follow the same guidelines used by the TOIT Editorial Board. Guest editors are recommended to not submit papers to the same special issue in which you serve as a guest editor.

TOIT will not publish papers that have already appeared in conference proceedings, unless they have been extended or modified to add substantial "value" to previously published versions (see Prior Publication and Self-Plagiarism section in the [TOIT Author Instructions and Guidelines](#)). Paper content must be substantially different from any work appearing in this or another journal.

Papers should be submitted via the [Manuscript Central](#) website:

<http://mc.manuscriptcentral.com/acm/toit>

Submissions must be in PDF using ACM's [template](#). Recommended page length for submissions is 20-25 pages. Submissions should be no longer than 30 pages.

Upon approval of a special issue proposal, ACM TOIT office will create a special issue account in TOIT Manuscript Central for guest editors to manage the submission and review process.