

## Special Issue Submission Guidelines

A Guest Editor may submit a proposal for a special issue to the Editor-in-Chief (EiC: Brandy Schillace) before the articles are complete, but only after the articles have been solicited and abstracts collected for review from the authors. A special issue will contain 8-10 original research articles of suitable length, an introduction and the option of two commentaries. Special issues appear in June and December, and you must submit (with full articles) at least nine months before the publication date.

### ***Guidelines and Process:***

Guest Editors must produce a detailed proposal with a rationale, list of authors and affiliations where applicable, article titles, article types (original articles, short responses, etc.) and running order.

- Only peer reviewed submission categories (See categories [here](#)) may be included in the special issue, with the exception of a commentary. The journal [blog](#) allows for book reviews, interviews and debates should you wish to make use of these for promotion of the special issue, if and when accepted.
- All articles must be solicited and abstracts complete before the proposed special issue can be submitted. The original proposal will be reviewed by the EiC to determine suitability.
- Once a special issue has been approved, the Guest Editor is responsible for ensuring that authors submit their papers. The Guest Editor is also responsible for including a table of contents and a guest editorial.
- For inclusion in June as a special issue, all items must be received by September of the previous year to allow for sufficient processing time. For December, all articles must be received by the previous June.
- Each article will be reviewed separately. Being submitted to the special issue/section does not guarantee publication. The EiC reserves the right to reject papers from special issues if the reviews do not recommend publication.
- Each article will be peer reviewed and peer-review will be overseen by the EiC and Associate Editors, with input from the Guest Editor. Guest Editors may not review submissions to their own issue, even if they have served as reviewers in the past.
- Individual authors will be notified of their status (accept, reject, revise and resubmit) and provided with rationale and reviews. The Guest Editor will be notified, but the reviews will not be provided.

### ***ScholarOne Submissions and Peer Review***

Your main contact will be the EiC, Brandy Schillace ([bls10@case.edu](mailto:bls10@case.edu)).

- Ensure that authors submit via ScholarOne. Explain that, though you are Guest Editor, it is their responsibility to submit their work using the journal's online submission interface. Submissions must be sent using the 'Special Issue' tag in ScholarOne. When authors submit their work, they will be prompted to indicate whether their paper is for a special issue. They should use the drop down menu to find the tag.
- Ensure solicited submissions are submitted on time as outlined in the submission schedule, this is to allow enough time for peer review/revisions (3-4 months) and production (2 months).
- Update EiC and production team of any known or anticipated delays in article delivery.

## Notes on Production

Your main contact email address for Production issues is the Production Editor, [production.mh@bmj.com](mailto:production.mh@bmj.com), though most queries should first be directed to the EiC.

- Please note that an issue of MH is 72 pages and a typeset page is 800-900 words (without figures). Approximately 10 full length Original Research articles would fill a special issue.
- Guest Editors should ensure authors receive guidelines about BMJ's house style and adhere to these in submission of their work, please see our guidelines [here](#).
- Guest Editors also work with MH's production editor to agree the sequence of articles in the print issue and suggest a suitable cover for the issue.
- Articles are usually published online as soon as they have completed production. This could be weeks ahead of the print issue. Clarify with the EiC and production editor before the first article is accepted if you prefer all articles to be published together.
- Articles in the special issue can also be grouped together in an online 'topic collection'.

## Promotion

Arrange to meet with relevant staff at the BMJ to discuss a promotion strategy for the special issue.

- This may include recording podcasts with editors or authors of particular articles, issuing a press release, promoting the special issue through social media and/or contacting key special interest groups.
- Encourage contributing authors to suggest ideas and share their contacts/expertise if relevant.

## Timescales

Please refer to the below for approximate time scales for commissioned content; this will need to be clarified with the EiC.

Issue	Confirmed Proposal *	Deadline for Submissions	Review Period	Revision Period	All Content Accepted
Jun 2017	May 16	Jul 16	Aug 16 - Dec 16	Dec 16 - Mar 17	Apr 2017
Dec 2017	Nov 16	Jan 17	Feb 17 - Jun 17	Jun 17- Sep 17	Oct 2017