

International Journal of General Systems (IJGS) Guidelines for Prospective Guest Editors of Special Issues

The purpose of these guidelines is twofold: (i) to assist prospective guest editors in developing proposals for special issues in the IJGS; and (ii) to provide a road map to the successful publication of the issue.

Proposals for special issues in the IJGS from acknowledged experts (prospective guest editors) are encouraged in areas that are compatible with the following aims and scope of the journal:

International Journal of General Systems is a crossdisciplinary periodical devoted primarily to the publication of original research contributions to systems science, basic as well as applied. The principal aim of the journal is to promote original systems ideas (concepts, principles, methods, insightful theoretical or experimental results, etc.) that transcend the boundaries between traditional academic disciplines. The term “general system” in the name of the journal is intended to capture this aim — the orientation to systems ideas that have a general applicability. Some typical subject areas covered in the journal include: Systems modeling, simulation, and design; systems complexity and simplification methods; crossdisciplinary problem solving; and theoretical as well as experimental knowledge regarding various categories of systems, such as hierarchical, cellular, self-organizing, learning, anticipatory, self-producing, adaptive, autopoietic, and the like.

The procedure for proposing a special issue is a two-part initiative. First, a **preliminary proposal** is sent to George J. Klir, Editor-in-Chief of the journal, at gklir@binghamton.edu. It is essential that this preliminary proposal contain at least four items: (i) a title of the proposed special issue; (ii) name, affiliation, and e-mail address of the prospective Guest Editor; (iii) a brief description of the subject of the issue; and (iv) a rationale for proposing the special issue. If the editor finds the proposed issue suitable for the journal, the author of the preliminary proposal is invited to submit a **formal proposal** to William Tastle, **Managing Editor** of IJGS (tastle@ithaca.edu). This formal proposal should contain the following: (1) a list of potential articles, including authors’ names, affiliations, and e-mail addresses; (2) a description of the proposed format of peer review of the articles; (3) expected delivery date of the final manuscript; and (4) expected size of the final manuscript in terms of number of pages including figures and tables.

When the formal proposal is approved, the **Guest Editor** assumes complete responsibility for preparing the final manuscript of the whole special issue. During this period, the primary contact for the Guest Editor is the **Managing Editor**. The final manuscript must be complete and must fully comply with “Instructions for Authors” that are included on the journal website: <http://www.tandf.co.uk/journals/authors/ggenauth.asp>. The issue should fill 114 printed pages of the journal subject to a deviation of 10%. One printed page contains approximately 500 words and required space for figures and tables must be estimated separately.

In order to prepare the final manuscript of the whole special issue, the Guest Editor is expected to take the following actions:

- to inform the contributors about the required manuscript style, the approximate length of each manuscript, and a submission deadline;
- to arrange peer review of all invited articles in the way described in the proposal;
- to make a publication decision for each invited paper;
- to check the completeness as well as correctness of style and language of each accepted manuscript;
- to make sure that all figures, tables, and photographs are of acceptable quality;
- to write an Introduction to the Special Issue.

Before delivering the **final manuscript** of the Special Issue for production, the Guest Editor must ensure that each article contain the following items:

- full names of authors of the article (no abbreviations of first names are accepted) and their affiliations in English (names of foreign institutions must be translated to English);
- e-mail address of the corresponding author (in a footnote on the first page);
- an abstract consisting of 200 words or less;
- a set of keywords (6 or less);
- the date when the manuscript was received and the date when its final version was received;
- a brief biographical statement and a photo of good quality for each author of the article.

Before the final manuscript of a Special Issue can be sent to the publisher for production, it must be sent to the **Managing Editor** (William Tastle at tastle@ithaca.edu) for **approval**. After it is approved, the Managing Editor will arrange, jointly with the Guest Editor, its **delivery to the publisher**.