

## **Journal of Sports Sciences – Checklist for “Special Issue” proposals**

### **Proposal preparation**

1. Determine a relevant theme for the Special Issue
  - a. Discuss the proposal with Special Issue Executive Editor
2. Select appropriate submissions/authors/topics
  - a. Open-call: List potential sub-themes
  - b. Close-call: Make contact with potential contributors
  - c. Output from a themed conference or seminar
3. Complete the Special Issue Proposal Form

### **Proposal submission**

4. Submit your proposal to the Special Issue Executive Editor

### **Evaluation and decision**

5. Await approval from the Special Issue Executive Editor
  - a. The Special Issue Executive Editor, in consultation with the editorial board, review the proposal based on its relevance, scientific merit, originality, and alignment with the journal's objectives
  - b. The decision regarding the acceptance of the proposal is communicated to the Guest Editor(s) in a timely manner (4-6 weeks)

### **Manuscripts submission and review:**

6. Collaborate with authors and conduct a pre-review of their papers before submission to the journal
7. All submitted manuscripts undergo a rigorous peer-review process (a minimum of two reviewers) to ensure scientific quality
8. Receive feedback from peer reviewers
9. Make recommendations based on reviewers' feedback, which may include acceptance or suggestions for minor revisions, major revisions, or outright rejection.
  - a. Engage in discussions with the Special Issue Executive Editor regarding the papers, if necessary
  - b. Provide support to authors in preparing their responses to the reviewers' comments
10. Have individual authors resubmit their papers for additional review (if required)
11. Make final recommendations based on reviewers' feedback, determining whether minor revisions, major revisions, or rejection are necessary

### **Publication**

12. Prepare an editorial to accompany the Special Issue
13. Coordinate with the Special Issue Executive Editor and Editorial Assistant to address any outstanding issues, such as the order of papers, front page, etc.
14. Once the accepted manuscripts have gone through the review process and any necessary revisions, the Special Issue is finalised and published