International Journal of Energy Research

GUIDELINES FOR GUEST EDITORS

Introduction

1. The Editor of the journal will work with a Guest Editor to provide advice and to ensure usual procedures are followed.

2. In general at least two reviews should be obtained for each paper but the Guest Editors can exercise their discretion in special cases.

3. If the Guest Editor is developing papers based upon a conference or other meetings, written agreement from the Conference organisers should be obtained and transmitted to the Editor.

4. Guest Editors may also be authors of papers for the Special Issue. Under normal circumstances Guest Editors should have their names on only one paper. If it is proposed that there will be more, this should be approved by the Editor. Papers co-authored by Guest Editors will be managed by another Editor to ensure that Guest Editors and authors are treated the same way.

General Instructions for Guest Editor(s)

1. When commissioning a Special Issue the Guest Editor must make it clear that an invitation to contribute is not a guarantee to publish. The paper will be subject to the usual rigorous peer review and will be accepted only if the standard is sufficiently high.

2. Authors should follow the **Author Guidelines** found at the Journal's website: **http://wileyonlinelibrary.com/journal/energyresearch**. The corresponding authors of accepted papers will receive an email prompting them to login into Author Services; where via the Wiley Author Licensing Service (WALS) they will be able to complete the license agreement on behalf of all authors on the paper.

Guest Editor's Editorial

1. The Guest Editor must submit the Editorial via the online system and should make sure to select the correct Article Type listed in the online selection at the opening screen for submitting new articles. The Editorial should include:

- References to the papers in the special issue. Readers will be able to link to the papers described in the editorial by clicking on the reference number in the text, which will take them to the full reference, from where they can link to the article itself. **All editorials will be published as free access material, to increase the visibility and access via the links.**

Processing Papers in Scholar One Manuscript

1. Once manuscripts are submitted, they will be assigned to the Guest Editor, who will manage the review and decision-making process online at **http://mc.manuscriptcentral.com/er** .

2. Papers will reside in the **Editor Centre** of the Guest Editor's menu. In the first instance manuscripts will be found in **Review Assignment Queues**.

3. Clicking the **Awaiting Reviewer Selections** link and then the **Take Action** tab will open the **Select Reviewers** page. From here the Guest Editor will be able to search for, assign and invite reviewers. **Quick Search** can be used if the first or last name of the reviewer is known and **Advanced Search** is useful if the email address is known. The keyword search may also produce potential reviewers. It is not necessary to complete all of the fields to carry out the search.

4.The Guest Editor can add reviewers to the database using the **Create Reviewing Account** function on the right hand side of the Reviewing Screen. Before adding new reviewers the Guest Editor should try different spellings of the reviewer's name or **use the wild card** * either before or after (or both) the known part of the name, to prevent duplicate accounts being set up.

5. Once potential reviewers have been added, the Guest Editor should click the **Invite** tab. This will generate an invitation email. If the person does not respond within a few days a reminder will be sent. If no response has been received after e.g. 2 weeks, the Guest Editor should select further reviewers.

6. Once a reply has been received the Guest Editor must select the appropriate response from the drop down menu. If **Agreed** is selected, the system will send an email advising the reviewer how to access the paper and carry out the review.

7. Once at least 2 reviews (the default) have been received, the Guest Editor will be alerted via email and can then make a decision. If further reviews are required, the number of required reviews in the **Progress** panel should be increased and further reviewers invited as appropriate.

8. As the manuscript progresses, it will move through the different queues in your Editor Centre until it reaches '**Make Decision**'. You will receive automated email notifications when a paper is assigned to you, as each stage in the process is reached, or to inform you if you need to take any action. However, I would recommend checking your Editor queues regularly to avoid missing anything.

9. When a decision is made, this will produce a system email notifying the author of the decision and giving further instructions where appropriate.

10. For ScholarOne queries, the first point of contact should be the site administrator at **pcreaton@wiley.com**.