

ASTM International Special Issue Guidelines

Important Contacts:

- ASTM: Alyssa Conaway (aconaway@astm.org)
- Peer review: Sara Welliver (astm@jjeditorial.com)
- Production: Dylan Burris (astmproduction@jjeditorial.com)

Proposing a Special Issue / Gathering Submissions			
1	<ul style="list-style-type: none"> • Special issue publication should start with the ASTM staff, Alyssa Conaway (aconaway@astm.org) • To propose a special issue, send an email to Alyssa with the special issue title, name(s) and affiliation(s) of the guest editor(s), and a brief summary of the scope of the special issue • If the special issue will be based on a conference, also include the conference details (conference name, location, and dates) • ASTM will confirm receipt of your materials and may ask follow up questions; we will confirm with you when the special issue has been approved 		
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"><i>Inviting Authors</i></div> <div style="width: 45%; text-align: center;"><i>Distributing an Open Call for Papers</i></div> </div>		
2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; vertical-align: top;"> <ul style="list-style-type: none"> • If you are inviting authors, send Alyssa a list of those you would like to invite; the list should include full names, email addresses, and tentative paper titles </td> <td style="width: 45%; vertical-align: top;"> <ul style="list-style-type: none"> • If you are using an open call for papers, use the following “Call for Papers template” to draft a Call for Papers, and send this to Alyssa for review • ASTM and the journal editor(s)-in-chief will review and approve the Call for Papers, then ASTM will email the Call to selected ASTM committees • Alyssa will email you the abstracts as they are submitted • After reviewing the submitted abstracts, you will inform ASTM which authors should receive an invitation to submit a full paper • You should then send rejection notices to any authors who will not receive a submission invitation </td> </tr> </table>	<ul style="list-style-type: none"> • If you are inviting authors, send Alyssa a list of those you would like to invite; the list should include full names, email addresses, and tentative paper titles 	<ul style="list-style-type: none"> • If you are using an open call for papers, use the following “Call for Papers template” to draft a Call for Papers, and send this to Alyssa for review • ASTM and the journal editor(s)-in-chief will review and approve the Call for Papers, then ASTM will email the Call to selected ASTM committees • Alyssa will email you the abstracts as they are submitted • After reviewing the submitted abstracts, you will inform ASTM which authors should receive an invitation to submit a full paper • You should then send rejection notices to any authors who will not receive a submission invitation
<ul style="list-style-type: none"> • If you are inviting authors, send Alyssa a list of those you would like to invite; the list should include full names, email addresses, and tentative paper titles 	<ul style="list-style-type: none"> • If you are using an open call for papers, use the following “Call for Papers template” to draft a Call for Papers, and send this to Alyssa for review • ASTM and the journal editor(s)-in-chief will review and approve the Call for Papers, then ASTM will email the Call to selected ASTM committees • Alyssa will email you the abstracts as they are submitted • After reviewing the submitted abstracts, you will inform ASTM which authors should receive an invitation to submit a full paper • You should then send rejection notices to any authors who will not receive a submission invitation 		
	Peer Review		
3	<ul style="list-style-type: none"> • The peer review staff, Sara Welliver (astm@jjeditorial.com), will send each author an invitation to submit a paper with the manuscript due date and a link to the special issue submission site • <i>Note:</i> It is important that you do not instruct authors to submit papers to the regular journal submission sites; papers submitted to those sites are for regular issues only and will not be included in your special issue 		
4	<ul style="list-style-type: none"> • If you have more than one guest editor, please inform the peer review staff which guest editor will receive all correspondence for each manuscript; only one guest editor can be assigned per manuscript • You will serve as editorial board member for all papers (except any for which you are a coauthor); in this role, you will select at least two reviewers for each paper, read the reviews, and recommend action (accept, revise, or reject) • The ASTM Committee on Publications requires two independent reviews for all papers. As a guest editor, you may not be a reviewer. If the two reviews greatly conflict, you may seek a third review. If you feel you have a situation that requires more than three reviewers, please contact Alyssa or Sara • After a paper receives the required number of reviews (2–3), it will be sent to you to make your recommendation • When revised papers are submitted, you may immediately make a recommendation (accept, revise, or reject), or you may send the revision back to one or more of the original reviewers. Please do not add new reviewers for revised papers • For each paper, the final decision will be made by the journal editor 		
	Production / Proofing / Compiling the Issue		
5	<ul style="list-style-type: none"> • As papers are accepted, they will be exported to Dylan’s production team to coordinate copyediting, typesetting, and proofing • Papers that clear peer review and production before the scheduled special issue publication date may publish online on the First Look website page for the journal as soon as a reasonable percentage are accepted 		
6	<ul style="list-style-type: none"> • After all papers have been accepted, Alyssa will ask you to write an overview for the issue and to decide on the order in which the papers are to be published in the journal 		
7	<ul style="list-style-type: none"> • All authors will receive a link to their individual paper and to download the full ebook of the special issue 		

Call for Papers Template (underlined font will be adjusted for specific special issues)

Special Issue on **TITLE**

Abstracts are invited for papers to be submitted to the ASTM International journal *TITLE*, edited by *Editor names and affiliations*. The Guest Editor for this special issue is *Guest editor names and affiliations*.

The papers in this special issue will focus on _____.

Suggested topics for papers include but are not limited to:

-
-
-
-
-

ABSTRACT SUBMITTAL

A 250-word preliminary abstract should be submitted to ASTM (attention Alyssa Conaway) by *abstract due date* via email to Alyssa Conaway at aconaway@astm.org. The abstract must include a clear definition of the objective and approach of the work to be discussed, pointing out material that is new, and present sufficient details regarding results. It should be clearly indicated in the abstract if the paper is a review. The abstract must also include a title and the names and affiliations of all authors.

PUBLICATION

After the final selection of abstracts has been approved, the ASTM Editorial Office will invite authors by *date of acceptance* to submit papers no later than *due date for manuscript*. All submissions will be uploaded to the special issue paper submission site (link to be sent via email). Authors will be provided a link to the *special issue title*. All submissions will be peer-reviewed according to the normal procedures for this journal. The papers must not be of a commercial nature nor can they have been previously published, although reviews of previously published technology will be considered. For each accepted manuscript, the corresponding author will receive a copy in portable document format (PDF). All published authors will have the opportunity to purchase reprints of their papers at a nominal cost. The papers comprising the special issue will be published together online.

CONTACT INFORMATION

Additional information about the paper content is available from the Guest Editor: *guest editor name, email address*.