

# ASTM International Special Issue Guidelines

A special issue should focus on a specific area of research and technology that has a broad interest and is within the aim and scope of the journal. It could analyze and review a particular topic, address gaps, issues, or challenges in the body of knowledge, and enable and encourage dialogue and create new ideas.

## Contacts:

- ASTM: Alyssa Conaway ([aconaway@astm.org](mailto:aconaway@astm.org))
- Peer review: J&J Editorial team ([astm@jjeditorial.com](mailto:astm@jjeditorial.com))
- Production: J&J Production team ([astmproduction@jjeditorial.com](mailto:astmproduction@jjeditorial.com))

<b>Proposing a Special Issue / Gathering Submissions</b>			
1	<ul style="list-style-type: none"> <li>• Please send your proposal via email to the ASTM staff, Alyssa Conaway (<a href="mailto:aconaway@astm.org">aconaway@astm.org</a>). The proposal should include the following:               <ul style="list-style-type: none"> <li>– Special issue title</li> <li>– Names, affiliations, email addresses, and websites (if applicable) of the guest editors</li> <li>– Summary and importance of the issue, including the topic and scope (with a broad interest within the scope of the journal)</li> <li>– Target audience</li> <li>– If you will be inviting authors, please also include a list of potential contributors with their emails/websites</li> <li>– Estimated timeline of when you plan to solicit papers and expect authors will be ready to submit papers</li> <li>– If the special issue will be based on a conference, also include the conference name, location, and dates</li> </ul> </li> <li>• ASTM will confirm receipt of your materials and may ask for follow-up questions; we will confirm with you when the special issue has been approved</li> </ul>		
	<div style="display: flex; justify-content: space-around;"> <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="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• 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 webpages, and tentative paper titles</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• 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</li> <li>• ASTM and the Journal Editor(s) will review and approve the Call for Papers, then ASTM will distribute the Call via ASTM’s marketing team</li> <li>• Alyssa will email you the abstracts as they are submitted</li> <li>• After reviewing the submitted abstracts, you will inform ASTM which authors should be invited to submit a full paper</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>• 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 webpages, and tentative paper titles</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> <li>• ASTM and the Journal Editor(s) will review and approve the Call for Papers, then ASTM will distribute the Call via ASTM’s marketing team</li> <li>• Alyssa will email you the abstracts as they are submitted</li> <li>• After reviewing the submitted abstracts, you will inform ASTM which authors should be invited to submit a full paper</li> </ul>
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	<b>Peer Review</b> ( <i>Note: Invited papers are also subject to peer review</i> )		
3	<ul style="list-style-type: none"> <li>• The peer review team (<a href="mailto:astm@jjeditorial.com">astm@jjeditorial.com</a>) will send each author an invitation to submit a paper with the manuscript due date and a link to the special issue submission site</li> <li>• <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</li> </ul>		
4	<ul style="list-style-type: none"> <li>• If you have more than one guest editor, please inform the peer review team which guest editor will receive all correspondence for each manuscript; only one guest editor can be assigned per manuscript</li> <li>• You will serve as an editorial board member for all papers (except any for which you are a coauthor); in this role, you will select at least 2 reviewers for each paper, read the reviews, and recommend action (accept, revise, or reject)</li> <li>• The ASTM Committee on Publications requires 2 independent reviews for all papers. As a guest editor, you may not be a reviewer. If the 2 reviews greatly conflict, you may seek a third review. If you feel you have a situation that requires more than 3 reviewers, please contact Alyssa or the peer review team (<a href="mailto:astm@jjeditorial.com">astm@jjeditorial.com</a>)</li> <li>• After a paper receives the required number of reviews (2–3), it will be sent to you to make your recommendation</li> <li>• 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</li> <li>• For each paper, the final decision will be made by the Journal Editor</li> </ul>		
	<b>Production / Proofing / Compiling the Issue</b>		
5	<ul style="list-style-type: none"> <li>• As papers are accepted, they will be exported to the J&amp;J Production team for copyediting, typesetting, and author proofing</li> <li>• 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</li> </ul>		
6	<ul style="list-style-type: none"> <li>• 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</li> </ul>		
7	<ul style="list-style-type: none"> <li>• All authors will receive a link to their paper and download the full ebook of the special issue</li> </ul>		

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:

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### Abstract of the research articles for the Special Issue SUBMITTAL

A 250-word preliminary abstract should be submitted to ASTM (attention to Alyssa Conaway) by the abstract due date via email to Alyssa Conaway at [aconaway@astm.org](mailto:aconaway@astm.org). The abstract must include a clear definition of the objective and approach of the work to be discussed, pointing out new material, 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 Author(s).

### Videos

When uploading the full papers to the submission site, authors can also submit an appropriate video to accompany their paper. The video should be uploaded as a “supplemental file for review” in the file upload section. If you are submitting a video, [contact Alyssa Conaway for details](#).

### PUBLICATION

After the final selection of abstracts has been approved, the ASTM Editorial Office will invite authors by the date of acceptance to submit papers no later than the due date for the 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 commercial 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: **the guest editor(s) name, email address(es)**.