

ACM Transactions on Internet Technology (TOIT) Special Issue Proposal and Guest Editorial Policies (Updated on Dec. 6, 2020)

This document details the process of submission, subsequent review, and the pertinent journal publication policies for special issues, as well as the responsibilities of guest editors.

Part I: Guidelines for Proposing New Special Issues (SI)

A special issue proposal must be within the journal's scope. See the [Subject Coverage](#) page for further information, and preference is given to those special issues that cover a cutting edge technology area or an emerging research topic of broader audience and readership.

The proposal should differentiate your proposed special issue themes from (1) recent special issues that appeared in the previous year of TOIT, (2) the recent special issue CFPs that have closed their CFP but not yet completed the review cycle, and (3) the open call for papers of upcoming special issues. All three pieces of information can be found on the TOIT [Call for Papers](#) page.

In addition to the proposed special issue themes with a list of subjects of interest, the proposal should identify the guest editors with the credentials to lead the proposed special issue, and also identify the potential sources of submissions and reviewers.

It is preferable if the guest editors also provide a brief description of why their proposed special issue is relevant and timely to TOIT readers, and which other comparable journals have had similar special issues in the recent years.

Guest editors should not submit papers to the same special issue in which they serve as a guest editor.

Each SI CFP should include the paper submission deadline, the deadline for the first round of reviews, and the deadline for the notification of the decision (which should be at least 2 weeks after the deadline for the second round of reviews, if your SI plans to have the second round of reviews).

Part II: Paper Submission Policies in Special Issues

All papers submitted to a special issue should follow general [TOIT Author Instructions and Guidelines](#).

TOIT will not publish papers that have already appeared in conference proceedings, unless they have been extended or modified to add substantial "value" to previously published versions (see Prior Publication and Self-Plagiarism section in the [TOIT Author Instructions and Guidelines](#)). Paper content must be substantially different from any work appearing in this or another journal.

The website for Manuscript Central is:

<http://mc.manuscriptcentral.com/acm/toit>

Submissions must be in PDF using ACM's [template](#). Recommended page length for submissions is 20-25 pages.

Paper submissions to each special issue on ACM TOIT Manuscript Central will open **one month** prior to the submission deadline of the SI. This change will ensure the SI related deadline management regarding the reviews and publications (see Part III on review and recommendation policies for SI submissions).

However, we strongly encourage guest editors to promote their SI and obtain submission registration using their SI EasyChair account.

(1) The guest editors of a new SI should create an EasyChair account for their SI with title TOIT-SI-<your SI>. In the EasyChair system, "Journal special issue" option should be selected. The EasyChair URL should be included in the 1-page CFP of the special issue to be posted on TOIT website. Also, the guest editorial e-mail account from TOIT should also be included in the 1-page CFP once it sets up.

(2) Using EasyChair, the guest editors can encourage and keep track of authors who want to submit to their SI and also utilize EasyChair to invite authors and manage their author community.

The EasyChair account will allow the guest editors to manage their authors' submission interests, such as registering the manuscript title, author names, and abstract in order to easily notify them when Manuscript Central is open for submission. The guest editors may also utilize EasyChair to invite potential contributors to their SI, manage their author community, and will also allow guest editors to manage deadline extensions and contact all authors of the special issue.

(3) The EasyChair registration of papers to be submitted to the special issue is not mandatory by default for authors. However, guest editors of each special issue may choose to make this registration step mandatory, as do many top conferences.

Part III: Review and Recommendation Policies specific for TOIT Special Issue(s)

Each submission to an SI will be reviewed according to the same guideline of TOIT regular issue submissions (at least 3 independent reviewers).

The following is specific to the use of the proposed deadline for the first round reviews and the notification date set by each SI in its CFP announcement.

- (1) Given that SIs are timely and theme focused, all submissions to an SI should have completed the first round of reviews by the deadline announced in the SI CFP as the “first round of review due date”.
- (2) The recommendations to EIC should be done after all reviews are completed and ideally within 3-7 days before your announced first round review deadline in your CFP.
- (3) The recommendation on all submissions should be made collectively based on the first round reviews for all submissions. An overview of the list of papers to be recommended for major/minor revision or accept should be provided with the comments on relevance to the SI.
- (4) The recommendations will be approved by EIC after the discussion with editors based on the above summary for the first-round review results and proposed recommendations.

The same process is applied to the second-round recommendations from SI guest editors.

Each SI is budgeted for one issue of TOIT at max. Each TOIT issue is usually consisting of no more than 10 papers.