

# SPECIAL THEMATIC ISSUE GUIDELINES

Environmental Science Archives



## A. TEAM FORMATION

1. Guest Editor (1 or 2)
2. Editorial team (5-10 members, Will be made by Guest Editor)
3. An editorial member of ESA (Will be decided by ESA) for communication between Guest Team and ESA.

## B. WORKFLOW

### 1. Process for the Guest Editor/s

- a. Call for papers on the proposed theme via email or Whatsapp at [environmentalsciencearchives@gmail.com](mailto:environmentalsciencearchives@gmail.com)
- b. If papers received by ESA under theme, these will be sent to Guest Editor.
- c. Receive numbered papers from ESA and send the papers to editorial members for review.
- d. Get the papers reviewed within stipulated time
- e. If author pays APC, get the paper corrected from author
- f. Send the corrected papers to ESA Editorial member for further PDF typesetting and receive the galley proof.
- g. Send galley proof to author for final check.
- h. Final Online Publication

### 2. Process for Editorial Members

- a. Receive the papers for review from the Guest Editor
- b. Review papers
- c. Send back the Comments to Guest Editor

### 3. Process for Authors

- a. Submit paper to ESA under special issue of the Guest Editor
- b. Receive review results from the Guest Editor within 2 weeks
- c. Revise the paper and send it back to Guest Editor
- d. Pay Article Processing Fee
- e. Receive Galley Proof
- f. Correct if needed
- g. Get the paper published

## HOW TO PROPOSE A SPECIAL THEMATIC ISSUE

If you want to join as the Special Issue Guest Editor/s, kindly submit your Special Issue proposal form to Editor in Chief at [environmentalsciencearchives@gmail.com](mailto:environmentalsciencearchives@gmail.com)

## Benefits of being a Guest Editor

Once your proposal is accepted, you will serve as the Guest Editor. You will be entitled to the following benefits:

- E-Certificate of Honour as Guest Editor
- Get recognition as Guest Editor on dedicated special issue webpage at [envsciarch.com](http://envsciarch.com)
- Get one free paper in your thematic issue
- Work at the core of your group as a leader
- Leadership experience

- Enhanced professional relations and experience
- Work with strong and efficient team of editorial members
- Get recognition from scientific community

### **Responsibilities of the Guest Editor**

A Guest Editor has to play a pivotal role in a Special Issue, who is mainly responsible for maintaining the quality of published articles and enhancing the impact of the Special Issue.

- Form a strong editorial team with at least 5 and upto 10 national/international members
- Promote special issue via emails and social media to invite papers.
- To get a minimum of 6 papers in the thematic issue (including 1 free paper).
- Guest editor will take the final decisions on paper publication or rejection.
- Ensure the quality and style of papers according to ESA.

### **Benefits of being an Editorial Member to special issue**

- Get recognition as Editorial Team Member on dedicated special issue webpage at envsciarch.com
- Get paper in thematic issue at 40% reduced APC.
- Work professionally with your group members
- Leadership experience
- Enhanced professional relations and experience
- Get recognition from scientific community

### **Article Processing Charges (APCs)**

All the papers accepted for Special Thematic Issues are subjected to an article processing charge (APC) by ESA only if the manuscript is accepted for publication. Authors have to pay the APCs before paper correction and PDF typesetting. APCs can be viewed [HERE](#)