Journal of Micromanufacturing: Guidelines for Publishing Special Issues

For Special Issues, the guest editors will have to share a proposal (with theme, special issues description and call for papers) with the Editor-in-Chief (Prof. V. K. Jain) via email at vkjain@iitk.ac.in. The Editor-in-Chief will take a call on whether to accept the proposal or not.

For special issues, the guest editors will have to write a call for papers 12 months prior to the agreed publication month of the issue. This way sufficient number of submissions can be received on for the special issue.

Papers must be submitted and reviewed online via JMF online submissions system. The manuscripts should follow the manuscript submission guidelines present on the journal’s website.

Guest editors are responsible for appointing referees. Papers should be allocated to a minimum of three referees not from the same institution or research group as the author(s) and preferably from more than one country. Papers must be amended according to their comments. The guest editors can send the revision decisions. The final decision (Accept or Reject) will rest with the Editor-in-Chief and the guest editors will only be able to recommend the same to the Editor-in-Chief.

If accepted, the manuscripts will also go through a mandatory plagiarism check. If the plagiarism report is not concerning, the manuscript will be sent to the SAGE Production team for finalization. If the report is of minor concern, the authors can amend the manuscript to address the concerns. If the report is of major concern, the editor will decide whether to publish/amend/reject the manuscript.

Papers submitted from the guest editors’ institutes or research groups or from the guest editors themselves, as authors, are refereed and accepted/rejected independently and that the referees are not appointed by the guest editors. Therefore, such papers should be referred to the Editor-in-Chief so that independent refereeing can be arranged.

“Conference papers may only be submitted if the paper has been completely re-written (taken to mean around 40–50%).” These modified papers will go through the journal’s review process in the normal way, as “new” papers submitted to the journal.

If the original conference paper on which the extended paper is based has been published elsewhere, or its copyright has been assigned to the conference organisers or another party, guest editors should ensure that the authors have cleared any necessary permissions with the copyright owner. Articles cannot be accepted, post-review, for publication unless such written permissions have been provided along with author copyright forms.

If a good number of manuscripts are not accepted from a particular conference/special issue, the editor will convert a special issue into a regular issue. The editor can accommodate the manuscripts accepted for a proposed special issue into a regular issue.