General Procedure and Considerations for Publishing Special Issues in the *Caribbean Naturalist*

If you have an idea for a special issue, the Editor in Chief, Keith Goldfarb, would be glad to discuss it with you and give you feedback on your ideas and also suggestions as to how best to frame the proposal.

The steps involved and expectations for the role of volume editor are as follows:

The first step would be to send a formal proposal to Keith, who will review it and then run it by the journal's full Board of Editors for their comments and approval. The proposals should include a relatively brief description of the scope of the issue and why it would be of interest to urban natural history researchers. Please include a projected timeline for gathering the submissions and information on whether the articles comprising the issue will be funded as a whole by a sponsoring organization(s) or individually by the authors themselves. It is also helpful to include a list of either confirmed or potential contributions (titles and authors), if available. If no prospective articles are lined up yet, we would be happy to assist in drafting and publicizing a call for papers, and can even share some creative ways other issue organizers have spread the word and solicited submissions from colleagues.

Once accepted, we would anticipate the active involvement of the special issue volume editor(s), which could consist of one to several individuals, throughout the process in helping to insure that the issue comes together in an efficient, timely manner and that the quality of the issue is something we all can be proud of. Generally we would expect the volume editor(s) to field potential submissions for an initial review to make sure that the subject matter is appropriate and meets their expectations. It is also important to check to make sure that they are basically formatted according to CANA's guidelines (which are available on the journal's website) and, for submissions from non-native English speakers, the English grammar and writing style of each manuscript is acceptable. Once the volume editors give the authors of a given submission the green light, they are to send the manuscript, in both Word and Pdf file format, to Keith along with a cover email in which they confirm that the manuscript has not been submitted for publication elsewhere and that they can commit to

cover the publishing charges, unless cost of publication will be covered through a sponsoring organization (as with regular CANA articles, the cost is $20 per published page for those based in the Caribbean region, and $40 per page for those based elsewhere).

Both the volume editors and the authors are also encouraged to send in suggestions for guest editors/reviewers for a particular submission. Keith will pass the suggestions on to the managing editor, who has complete discretion in using her good judgment in selecting an appropriate manuscript editor to oversee the review process for each manuscript.

Once the accepted manuscripts have been laid out in galley form, we can send a copy to the volume editors as well as to the authors and manuscript editors for a final review prior to publication.

As the issue nears completion, we look to the volume editors for instructions regarding the preferred ordering of manuscripts within the issue, and we encourage them to also make arrangements for any additional materials they would like to include in the issue (e.g., Foreword or Preface, General Acknowledgments, Introduction, Concluding Summary, etc.).

The volume editors will also get a chance to review the entire issue in galley form prior to its publication.

While CANA is an online journal, we also provide the volume editors or sponsoring organization the option of ordering professionally printed copies as well.

While we welcome co-editors of a volume to help share the work, we request that one person is designated as the main contact for us to facilitate clear communication.

If you have any questions about the process, feel free to contact Keith at keith.cana@eaglehill.us.

Caribbean Naturalist • **www.eaglehill.us/cana**