

***Southeastern Naturalist* Special Issues – General Procedure and Considerations**

Be it proceedings of a conference or symposium, papers resulting from a meeting or workshop, or any thematically related set of natural history articles relating to species, habitats, or management concerns in the Southeast, a SENA special issue is a strategic and effective means to solidify and publicize your collegial efforts and advance your research and policy agendas.

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 organizer/editor are as follows:

First, create and 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 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 in addition to prospective articles already lined up, you are interested in including additional relevant manuscripts in the issue, 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 SENA'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 (for online publication of SENA special issue articles, the cost is \$80 per published page).

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. The volume editors also have the choice of having the issue follow one of two publication models: either publishing the manuscripts as soon as each is ready in an issue-in-progress until the issue is complete, or holding all manuscripts and publishing the completed issue all at once. The former has the advantage of not making the authors whose papers are ready earlier wait, but the disadvantage of not allowing the volume editors to specify the ordering of the papers within the issue (though they will have the chance to include front matter materials (Foreword or Preface, General Acknowledgments, Dedication, etc.) at the end when all of the issue's papers have completed the review process. Should the volume editors choose to follow the latter model, as the issue nears completion, we look to the volume editors to provide the preferred ordering of manuscripts within the issue, as well as any additional materials they would like to include in the issue (e.g., Foreword or Preface, General Acknowledgments, Introduction, Concluding Summary, etc.), and we provide them with a chance to review the entire issue in galley

form prior to its publication. In both cases, the volume editors will provide us with the image(s) they wish to have on the cover.

While, unlike regular issues of SENA, special issue publication is online only, we also provide the volume editors or sponsoring organization the option of ordering professionally printed copies as well, and can provide a quote once the issue is complete.

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.

We have years of production experience to ensure that your project receives a fair, thorough, and timely review, and is handled efficiently in a personal but truly professional manner. If you have any questions about the process, feel free to contact Keith at keithg@eaglehill.us.

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