## Information Form - Special Issue

This form is to be completed by contributors to Swiss Psychology Open (SPO) Special Issues (SIs) to ensure accurate and smooth creation and advertisement of SIs.

**Editorial Information**

Please provide information of all the Guest Editors (GE) and also the necessary information about the SI in the following sections.

**Guest-Editor #1 (add as necessary)**

|  |  |
| --- | --- |
| **Title** |  |
| **Name / Surname** |  |
| **Organization** |  |
| **Email address** |  |
| **Telephone number** |  |
| **Postal address** |  |
| **Area(s) of research / expertise** |  |

**General Information and Timeline of the SI**

|  |  |
| --- | --- |
| **Total expected number of articles** |  |
| **Date when author invitations were or will be sent** |  |
| **The date the first paper is expected** |  |
| **The submission deadline** |  |
| **The acceptance deadline: the date by which all manuscripts should be fully reviewed and final decisions made on all manuscripts** |  |
| **Disclosure of potential financial conflict of interests.** |  |
| **You will be using Ubiquity’s online editorial system (Open Journal System) for the SI. Do you have any prior experience with this?** |  |

**Review process - Please read and abide to the following:**

* The peer review process will be fair, unbiased, and timely. All accepted manuscripts should have received a minimum of 2 external, independent peer review comments. All selected reviewers will have suitable expertise in the relevant field.
* All articles in the SI should fall within the Aims and Scope of the Journal, and adhere to the same quality standards as regular articles.
* Where you are the author of a manuscript, the manuscript must be handled by another GE (if not at the same institute), or if that is not feasible, by another independent party, e.g. the Editor-in-Chief or another handling Editor on the Journal.
* All disclosures of potential conflicts of interest made by reviewers will be reviewed to determine whether there is any potential for bias.
* Best practice will be followed on avoiding the selection of fraudulent peer reviewers (for example not using a reviewer recommended by an author unless it has verified that reviewer’s contact information from an independent source). Any ethical concerns will be immediately referred to the Editor-in-Chief and the Publisher.

**Timelines**

The anticipated timeline for SI publication are as follows: XYZ months for submission process (from when first paper expected); XYZ months for peer review and revisions; XYZ months for production.

**Open Call SI Information (Call for Papers)**

|  |  |
| --- | --- |
| **SI Title** |  |
| **Short title (max. 20 characters including spaces)** |  |
| **Guest Editor(s)** |  |
| **Short summary text (< 20 words) introducing the theme or topic of the SI and contextualizes current and upcoming content.** |  |
| **Long summary text (< 200 words) introducing the theme or topic of the SI and contextualizes current and upcoming content.** |  |
| **Aims and scope of the SI** |  |
| **Keywords** |  |
| **Submission instruction text** | The Journal’s submission system will be open for submissions to our Special Issue from [***insert date***] and manuscripts can be submitted until [***insert date***]. When submitting your manuscript please select the article type [***insert SI short title***]. All submissions deemed suitable to be sent for peer review will be reviewed by at least two independent reviewers. Once your manuscript is accepted, it will go into production, and will be made available online as soon as it is ready to ensure that there are no unnecessary delays. It will be published in the current regular issue, but also within a separate Special Issue page. Articles from this Special Issue may appear in different regular issues of the journal, though they will be clearly marked and branded as Special Issue articles. All articles of the Special Issue can be accessed online via a separate collection page.  Please ensure you read the Guide for Authors before writing your manuscript. The Guide for Authors and link to submit your manuscript is available on the Journal’s homepage at: [***insert link***]  Inquiries, including questions about appropriate topics, may be sent to [***insert nam(es) and email address(es)***] |
| **SI image** | Please submit an image to advertise your special issue on the SPO journal homepage together with this template. By submitting an image, you confirm to have the necessary rights to use the image. The image must be **730px wide and 450px high**. |