

GUIDELINES FOR SPECIAL ISSUES

Bulletin of Earthquake Engineering

It is the policy of the Journal to enable, and even to encourage and initiate the publication of special issues from time to time. The following are the guidelines for the preparation and publication of such issues.

Preparation of a Proposal

Guest Editors for special issues are chosen by the Editor. The Guest Editor(s) should prepare a proposal for the special issue and submit it to the Editor and the publisher for their approval. The proposal should contain the following information: tentative title of the special issue, a one page outline summarizing the objectives of the special issue, tentative time schedule, listing of tentative contributions.

Peer Reviewing Procedure

Guest Editors* are considered to keep in close contact with the Editor and inform him/her on the full Table of Contents and outline of the issue as soon as available. In short, to select authors and to invite them to submit quality (in terms of science, English and presentation) papers to the special issue, to select reviewers for the submitted papers, inform the Editor on the choice of reviewers, and to keep in touch with the Editor in all other matters concerning the special issue. All articles appearing in a special issue should conform to the standard editorial and publication policies as outlined for the journal. This implies that each manuscript will be original, not be published formally elsewhere and will be peer reviewed by at least two international specialists in the field. In case major revision is asked for by any of the referees, the revised script should be reviewed again by at least one referee.

*In case there are several Guest Editors (GEs) one GE will act as corresponding GE.

Final Acceptance by the Editor

The complete set of scripts, reviewers' reports, relevant correspondence, and recommendation by the Guest Editor should be sent to the Editor for final acceptance. In consultation with the Guest Editor the Editor will make the decision upon final acceptance and will send a letter of final acceptance to the authors.

The Guest Editor will be asked to submit a Preface.

Documentation

Guest editors will receive from the publisher, Authors instructions, Copyright Transfer Statement forms, review forms, as well as a special issue contract.

Time Schedule

Guest Editors should prepare a strict time schedule and also inform the authors and reviewers of this. It is the GE responsibility to ensure a thorough and speedy review procedure.

Guest Editors will keep in touch with the Editor and publisher regarding the status of the special issue on a regular, (every 3-4 months) basis.

Size

Each special issue is devoted to a single, well defined topic. The title of the topic as well as the guest editor's names will appear on both the cover and on the contents page of the issue. Each issue will contain 100 pages, but, when justified, it may contain up to 200 pages.

Author Instructions

Instructions, also regarding electronic submission of manuscripts can be found at <http://www.springeronline.com>

Color Images

Color images can be included at the author's expense. Please contact the publisher for more details.

Checklist

When submitting final accepted material to the publisher, the following should be included:

1. dates received/accepted
2. sequence of papers
3. names, full address details including email addresses of the corresponding authors
4. original figures in printed form, plus electronic version (of least 300 dpi)
5. Preface or Guest editorial
6. A signed Copyright Transfer Statement form for each contribution

Mechanics of Publication

The Guest Editor will receive a full set of proofs (in case of multiple GEs the publisher will supply multiple sets of proofs). The corresponding authors will receive author's proofs.

It is the intention of Springer, subject to the recommendations of the Guest Editor(s) and the Editor, to consider the possibility of also distributing the special issue as a separate (hardcover) book.

Every first author of a paper contributing to a special issue will receive a complimentary copy of that special issue and 50 copies of offprints of the paper.

The Guest Editor(s) will receive two copies of the special issue. There are no page charges.

For any questions regarding special issues please contact:

The Editor:

Prof. Atilla Ansal

Bogazici University, Kandilli Observatory and Earthquake Research Institute

Cengelkoy 34688, Istanbul, Turkey

Office Phone: +90 216 332 5530, Fax: +90 216 4621932

mailto: ansal@boun.edu.tr

Web: <http://www.eaee.org>

The Publisher:

Petra D. van Steenbergen

Senior Publishing Editor Geosciences

SPRINGER

Visiting Address: van Godewijkstraat 30, 3311 GX Dordrecht, The Netherlands

Postal Address: P.O. Box 17, 3300 AA Dordrecht, The Netherlands

tel: +31-78-6576235 fax: +31-78-6576388

mailto: petra.vansteenbergen@springer.com

Web: <http://www.springeronline.com>