

Personal and Ubiquitous Computing: Guidelines for Theme Issue Editors

Personal and Ubiquitous Computing, in addition to publishing unsolicited research papers, also features theme issues. These issues are usually of two kinds: issues which comprise revised and expanded papers taken from workshops or meetings; and issues which have been advertised widely for authors to contribute on a specific topic of interest to the community.

Editors of either type of issue are responsible for the overall organisation of the issue, including the following:

1. preliminary selection of papers or authors for inclusion in the issue
2. organising reviewing of the papers
3. notification of acceptance or rejection of papers, and acceptance of revised and completed papers
4. providing an editorial for the issue
4. final review of papers, and of the proofs of the issue

These notes are intended to help editors progressing a theme issue.

1. Preliminary selection of papers and authors

If the issue is taken from a workshop and meeting, the editor of the issue should make a careful selection of the papers which are most appropriate for the issue. Papers selected from a workshop and selected for inclusion in a theme issue are expected to be substantially revised and expanded from their workshop or conference form, to the standards normally expected for publication in an international journal. They are therefore expected to

- represent original work
- be topical and timely for the research community
- be accessible to an international audience
- address the disciplines relevant for the field in an accessible manner

If papers have been sought for a theme issue on a specific topic which has been advertised, authors may be sought to contribute to the issue or may have expressed an interest in response to the call. In this case the same requirements apply, and editors should make careful selections of those papers which they intend to have reviewed for the issue.

2. Organising reviewing of the papers, and acceptance of revised and completed papers

As is common in the research community, all papers submitted or invited should be subject to international peer review of the most exacting standards. Each paper should have three independent reviews, one of which may be the editor of the issue. The editorial team at the journal can be called upon to provide or organise a review, as can the international editorial board. Reviewers are encouraged to reveal their identity to the authors, but may remain anonymous if they desire. There is no proforma for review, but all reviews are

expected to address the requirements above (originality, topicality, timeliness, international and multidisciplinary accessibility). Following reviews, the editors of the issue should make a selection of papers which they feel represent the most excellent contributions to the issue. The editors of the journal can of course be called on to provide opinions on selections.

3. Notification of acceptance or rejection of papers

Editors of theme issues should notify successful and unsuccessful authors as soon as is possible and forward the relevant reviews as evidence of their decisions. Authors should be given a deadline by which to respond with any revisions. Editors should then seek revised final papers (formatted in the style required by Springer London) and forward them to the production manager, Sarah Ellison (ellison@svl.co.uk).

4. Editorial

Editors should provide an editorial – which may be as extensive as they wish – to place the papers in the issue in their research context. The editorial should set the scene for the theme of the issue and briefly review the papers included in it.

5. Final review of papers and proofs for the issue

Finally, editors should review the proofs which arrive for the issue, making any comments to Springer London. Each author will have received proofs for their paper, and will make detailed corrections to the proofs direct to Springer.

6. Timing

When an issue is accepted to appear in the journal, a target volume and issue number will be agreed, although there is generally room to move an issue back or forward in the schedule. Although it is hard to exactly specify a timeline, calls for contributions will generally have a deadline for submission which is sufficiently far out to allow authors to respond (say 3-6 months); reviewing may take anywhere between 2-4 months, depending on the responsiveness of the reviewers; and revisions may take anywhere between 1-3 months; finally production time – from receipt of revised papers in the correct form by Springer – to papers appearing on **Online First** (the service which allows subscribers to access accepted papers) is around 10-12 weeks. Therefore in the best case a theme issue may be published in 6-8 months (although especially enthusiastic editors may reduce this time considerably). Issues which are taken from workshops or meetings may be published in a considerably shorter time.

7. Issue sizes

An issue of Personal and Ubiquitous Computing has a minimum production size of 64pp. Each page is around 800 words when typeset, which means that an issue will be around 50,000 words minimum. Although we do not insist on minimum or maximum lengths for papers, editors should try and work with this figure as a guide. The production manager at Springer London will help with queries about production issues.

8. Citations

All papers accepted for the journal appear in the **Online First** service, which allows subscribers to access the papers. Papers appear after final proofs have been returned from authors and no more changes are possible. The publication date of a paper is therefore its appearance on **Online First**, even though the paper version of the issue may not appear until later.