

## Checklist for SPECIAL ISSUE EDITORS

The foundation provides a reward for the Editor(s) of Special Issues of the ERAE. The maximum reward equals 5000 Euro per (complete) special issue. Sixty percent of the amount can be provided in advance. The subject, call, referee procedure and timing of publication have to be approved by the Editors of the ERAE. Submission of papers for special issues runs via Manuscript Central of the ERAE.

The following checklist can be helpful in starting a special issue:

- 1) Taking care of the setup (one could name that also a call for papers) of a special issue in good exchange with the Editors of the ERAE. A special issue always requires the approval of the Editors; including the intended timing for publication. The Editors of the ERAE provide Special Issue Editors the relevant contact addresses of Oxford University Press (OUP). Editors have final responsibility for published Special Issues.
- 2) Getting the call advertised, so that potential authors and readers are informed. Here the EAAE Newsflash, the OUP Website, The EAAEP Foundation website, but also other opportunities can be helpful.
- 3) Exchange with OUP how to handle the manuscripts of the special issue; keeping them separated from all the other submissions; possibly immediate 'desk rejects' of submissions; the review process; informing OUP who writes the letters to the authors about their submission; agreeing with OUP about the type of involvement of the special issue editors after the final versions of papers have been submitted to OUP.
- 4) Reviewing the papers according to the reviewing rules of the ERAE.
- 5) Selecting the papers that will be included in the special issue. If you have more good papers than allowed in the special issue you should contact the Editors of the ERAE about what to do with those papers. If you end up with less than the minimum number of pages of the special issue, you should also contact the Editors.
- 6) Writing a short introduction to the special issue if that is agreed by the Editors of the ERAE.
- 7) Giving relevant feedback to the Editors ERAE, EAAEP Foundation and OUP on the process of producing a special issue. An evaluation written by the Special Issue Editors 36(4) is available on request.

The EAAEP Foundation pays €3000 in advance (after step 1 of the checklist). Distribution the amount among the Special issue Editors is the responsibility of the Special Issue Editors. The Foundation pays €2000 after finishing the process (including step 7).

For payment, please provide:

Email with the agreement of the Editors of the ERAE

Name of the Account holder:

IBAN:

Swiftcode:

(If useful) further elucidation: