Instructions for Special Issue Guest Editors

We have created your guest editor accounts and your special issue of Logical Methods in Computer Science. Please login at https://lmcs.episciences.org using the username and password you've been given.

After you login the general guidelines for editors are available here:
https://lmcs.episciences.org/page/guidelines

Our journal is technically an overlay of CoRR (the computer science part of arXiv.org). The refereeing and publication process is handled online: please make sure to use our web based editorial system for inviting referees, sending out author notifications, etc.

Note that every submission to LMCS will generally be refereed by two or three expert reviewers.

The submission of authors should follow the instructions that the authors find on our web page
https://lmcs.episciences.org/page/authors-information
with the following special author instructions that you should send to your authors together with the special issue code you have been given:

0. Prior to submission you need to upload your preprint to arXiv.org and have the final arXiv paper-id of your submission ready. (Note that for a new submission the final arXiv id is announced to you on the next working day for a submission before 7 pm and one day later else; e.g. for a submission on a Friday after 7 pm, the final arXiv id is announced on the coming Tuesday.)

1. Login to the editorial system at
   https://lmcs.episciences.org
   (if you don't have an account yet, create one by clicking on the little arrow on the right of the Sign In button)

2. Choose Submit an article and input the final arXiv-Id of your paper.

3. In the next step first submit the *special issue code* you've been given by the guest editors.
   (It is important to press the Submit button right next to the input line for the special issue code!)

4. Select one of the guest editors of the special issue (if you see the list of regular LMCS editors do not proceed and complete the step 3. first)

5. Complete the submission form and press Submit this article

The reward for your accepting the routine of our journal is that you will have all your editorial work documented in the system. Also, authors and referees should get automatic reminders if they do not observe deadlines. (Current exception: reminders to authors and editors for revised versions; please keep track of the respective deadlines manually.)

You will find prepared letters for every step of your work; you can personalize these before you send them. When you send your decision to the author, the letter automatically contains the referee reports.

After a submission is accepted please notify me so that we may proceed to the layout process (an automatic notification of the layout editors does not exist yet but is currently being implemented by Episciences).

Every accepted submission is published both in the then current, numbered issue, of Logical Methods in Computer Science. The Special Issue itself appears without an issue number on a separate Special Issue web page as a journal overlay. After finalizing all accepted papers of your special issue, the last step is for you to write a guest-editor's preface (see https://lmcs.episciences.org/page/special-issues for examples and ask me for the LaTeX template) and send it to me, along with a. the list of all submissions and b. the list of all special issue editors (for double-checking the web page). After this the special issue is closed.

Guest editors are expected to follow the usual journal refereeing procedure; they are also expected not to co-author submissions to the Special Issue.

Special issues should be completed about three years after the submission deadline. After this point the managing editors may decide to proceed to closing the special issue and move any remaining open papers to a regular issue.

A few comments on the Episciences system

As editors or guest editors you have no access to the volume/issue management and therefore you cannot see the special issue as such inside the system. But when the authors submit with the special issue code you should see the submitted papers in your Dashboard. In the table that is displayed when you click one of the links x articles without reviewers etc. you will also be able to see a table where one column should show that the paper belongs to the special issue. (If not let me know.)

When you further click on the title of a paper in the table you will get to the page of the paper where you invite reviewers etc. and where there is a red button Reassign with which you can reassign papers among the guest editors of your special issue for load balancing. In the Editor Comments box on that page you can send messaged to the other guest editors of your special issue.

One more remark on this: in the Dashboard you will only see those papers that are assigned to you and not the ones handled by other guest editors. However, I can manually assign more than editor for a paper so that everyone can see the status; let me know once all submission are in if you'd like this.

For further information see

- https://lmcs.episciences.org/page/on-special-issues

- https://lmcs.episciences.org/page/authors-information

Thank you for your patience, and again do not hesitate to ask for help!
Technical queries should be directed to the Episciences support team at
support.iam@episciences.org

Brigitte Pientka and Fabio Zanasi
Managing Editors for Special Issues