

GUIDELINES FOR SEG SPECIAL ISSUES

Updated October 30, 2024

Special Issues will be comprised of 4-7 articles that have gone through an external, double-blind peer-review process, along with an introduction to the special issue written by the guest editor(s). Articles should range from 5,000-7,000 words (excluding citations) in length.

The Guest Editor will be responsible for:

- a) Identifying and selecting contributing authors.
- b) Setting the timeline of initial submission, revisions, and deadlines for the special issue.
- c) When necessary, working with authors to ensure that initial manuscripts are ready for peer review.
- d) Providing an Guest Editors' introduction to the special issue.

Prospective Guest Editor(s) should communicate with Journal Editors (segedit@geosci.msstate.edu) their initial plan for a special issue, including a provisional title, a brief description, and a proposed timeline (see the bottom of this document for a sample schedule). If the proposal is accepted, the following process will be followed:

Special Issue process

- 1) Once initial abstract submissions have been received, the special issue Guest Editor(s) will submit a special issue prospectus with the special issue title, a brief (200-300 word) description of the special issue, along with titles, author names, and abstracts for each paper, and a finalized timeline for the special issue.
- 2) The Guest Editor(s) will review initial completed manuscripts to ensure that they are ready for submission to peer review, and are well positioned to come back with "Major/Minor" revisions following the review process. If any significant changes are required to ensure that the manuscript is ready for submission, the Guest Editor(s) should communicate these necessary changes to the authors.
- 3) When manuscripts are ready for submission, authors should format their manuscripts following *Southeastern Geographer* guidelines (http://sedaag.org/wp-content/uploads/2023/02/SEG_Publication_Guidelines2023.pdf) and submit their articles through ScholarOne (<https://mc.manuscriptcentral.com/segeographer>). We asked that the authors/guest editor(s) suggest 3 to 5 external reviewers when they submit their papers.
- 4) The *Southeastern Geographer* editors will handle review invitations, etc. through the ScholarOne system. Typically, a minimum of two external reviews are necessary for each article submitted.
- 5) Once all the papers are submitted, the SEG editorial team will verify the list that guest editors have provided. If SEG editorial team sees any problem with anyone's submission, they will directly communicate with the author (BCC to Guest-Editors).

6) Once the SEG editorial team secures reviewers for the submitted special issue papers via the ScholarOne system, they will send an update on the status of papers and timeline to receive the reviewers' comments, etc...to the Guest-Editors from the Southeastern Geographer email (segedit@geosci.msstate.edu) and place relevant materials in a shared OneDrive, Dropbox, or Google Drive folder.

7) Once reviewers' comments are returned, the SEG editorial team will render the initial decisions, and communicate these decisions to authors. Guest Editors will be added as "reviewers" on ScholarOne after the initial round of review, and can offer any recommendations to authors and SEG Editors at that stage.

Please note that Guest Editors can handle the editorial decisions if this has been agreed upon with the Journal Editors in advance.

8) Once the decision has been made to accept a paper pending minor revisions, the SEG editorial team will copy-edit, check journal style, figure quality, reference style etc..., will work with each author until the paper is ready to be accepted, and will send the final acceptance letter to the authors.

There may be other issues that arise from time to time, but the SEG editorial team should be able to resolve them as they come in communication with the Guest Editors. Questions and proposals should be directed to segedit@geosci.msstate.edu.

Sample special issue schedule:

Note: this timeline is provided only as an example of the process. Timelines should be finalized through coordination between Guest Editors and Journal Editors.

September 1, 2025: Call for abstract submissions released by Guest Editors.

October 15, 2025: Guest Editors finalize special issue prospectus with brief special issue description, author names, and accepted abstracts.

February 15, 2026: Manuscripts due to special issue Guest Editor

March 15, 2026: Manuscript submission due to *Southeastern Geographer* via ScholarOne

April 15, 2026: Initial decisions (major revisions, minor revisions, etc.) provided to authors, and communicated to Guest Editors.

June 31, 2026: Deadline for final version of manuscripts to be accepted for inclusion in special issue. Guest Editors introduction due to Journal Editors.

July 20, 2026: Special issue pre-published online via Project Muse.

November, 2026: Print version of special issue published, and publication of special issue as *Southeastern Geographer* 66(4).