**Guidelines for Special Issue Proposals**

ITS welcomes proposals for possible special issues that focus on key research topics of broad interests. To properly evaluate your Special Issue proposal, please fill all information (only English are permitted) in the following charts. The proposal should be sent directly, together with the CV of Lead Guest Editor and Guest Editors as attachments to [special.issues@itspoa.com](mailto:special.issues@itspoa.com).

**Part I:**

|  |
| --- |
| **Journal Title** |
| Please provide the journal title for which the Special Issue is intended. |
| **Special Issue Title** |
| Please offer a suggested title of the Special Issue here. |
| **Research Direction, Research Area, Research Features of the Special Issue** |
| Please write brief 300-500 word summary of the Special Issue’s research direction, research area, research features. |
| **Important Dates** |
| **Special Issue Submission Deadline:**  (Please set a deadline for when the articles can be submitted.)  **Special Issue** **Publication Date:**  (Generally, Publishing Date will be 2 months later from the Submission Deadline.) |
| **Expected Numbers** |
| Estimate the number of submissions to be published in the special issue, and list probable paper titles with authors and abstracts. **Each special issue can be created with 10-30 articles.** Generally speaking, the proposed Special Issue needs to receive 20 articles for a Special Issue to be successful. If the Special Issue fails to attract 10 articles (the minimum number of articles), all the accepted articles will instead be published in the regular section of the journal. |
| **CV of Lead Guest Editor and Guest Editors** |
| Please send CV of the Lead Guest Editor and Guest editors to [special.issues@itspoa.com](mailto:special.issues@itspoa.com). |

**Part II:**

Please fill the information of Lead Guest Editor, Guest Editors

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Lead Guest Editor** | | | | | | | |
| Lead Guest Editor is in charge of the whole Special Issues. | | | | | | | |
| First Name | Last Name | Title | Email Address | Department of Organization | Organization | City | Country |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Guest Editors** | | | | | | | |
| Guest Editors manage the peer review process. The Lead Guest Editor should invite 5-10 Guest Editors to assemble a team of Guest Editors. | | | | | | | |
| First Name | Last Name | Title | Email Address | Department of Organization | Organization | City | Country |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |