

Special Sections Policy

Initial proposal

The initial proposal for the Special Section (SS) should be sent to the BPASTS office (bpasts@ippt.pan.pl) and it should include:

- Title of the proposed SS
- Rationale (1 page) with indication of the name of the Coordinating Guest Editor (CGE)
- Biographical forms for all proposed Guest Editors (up to max 6) prepared according to the template attached (not required in case of members of the Polish Academy of Sciences or members of the BPASTS Editorial Board)
- If the proposed SS is based on conference papers selected by the Scientific Committee, the full name and web address of the conference should be provided.
- The provisional title of the proposed State of the Art (SoA) paper authored by GE(s) or/and other well recognized authors invited by the GE.

Please make sure that the proposed SS is within the scope of BPASTS and that Guest Editors (GEs) are familiar with information specific to the BPASTS submission system (see <http://www.editorialsystem.com/bpasts>). Before submitting the proposal, the GEs should become familiar with all papers related to the SS; relevant papers may be found online at Journal page www.journals.pan.pl/bpasts. This will be helpful in demonstrating that the SS is within the scope of the Journal.

Final proposal of Call For Papers (CFP)

After conditional approval of SS, the GEs should prepare a final CFP with modified timetable. The final proposal for SS should be sent to the BPASTS office (bpasts@ippt.pan.pl) and it should include:

- The final CFP,
- For SS related to conference, the list of potential authors and for every paper 3-4 names + email addresses of proposed reviewers.

Once the SS is formally established:

- CFP is posted on BPASTS web page in the ES
- SS is opened in ES with special type of manuscript identified by the title of the SS
- CFP are distributed by mail and on various conferences (by Guest Editor)
- Manuscript collection is started on the ES.

Review process

The review process starts as soon as manuscripts are uploaded into the ES, so authors can receive feedback fast.

- Each manuscript requires at least 2 reviews
- The Topical Editor (TE) assigns two reviewers: one is always GE and the other is always chosen by TE.
- In this way, GE has full access to all manuscripts submitted to the SS. Without Her/His positive recommendation, none of the manuscripts will be accepted into the SS.

- If recommendation is to reject the manuscript, then authors should receive an explanation for the manuscript's rejection.
- If recommendation is major or minor revisions, then authors should receive detailed information on ways they can improve the manuscript.

Additional information for GEs:

Each Special Section should have:

- An Editorial (1-4 pages) written by Guest Editors (see for example: www.dx.doi.org/10.1515/bpasts-2017-0082).
- A State-of-the-Art paper with critical evaluation of recent developments in the topic area. This manuscript should have extensive (up to 80) references. It should be written by Guest Editors or by other experts in the area invited directly by GE.
- 6 to 15 manuscripts of the Special Sections. If there are more than 15 accepted manuscripts, then the Special Section is divided into two parts published in two Journal issues.
- Guest Editors may publish free no more than **one** paper to their SS (plus the state-of-the-art paper). These manuscripts must be processed outside of the SS by Topical Editors.
- It is expected that special section papers will be published within 6 to 8 months from the date of submission.

Information for Authors:

- All manuscripts must be submitted through the Editorial System (ES) webpage at: <http://www.editorialsystem.com/bpasts>.
- Submission must be clearly marked *Title of the SS* in the ES (when choosing paper type, instead of Regular choose "Special issues / section paper") and on the cover page. Check journal style carefully and use the template provided in the "Instructions for Authors" section on the ES platform (https://www.editorialsystem.com/bpasts/journal/for_authors/).
- Each author is limited to **one** submission in the SS.

Submissions based upon papers published at related conferences and workshop proceedings may be submitted for consideration to BPASTS Special Section provided that:

- the authors cite their earlier conference paper on which this new work is based
- the papers are not identical (similarity index checked by the *iThenticate* plagiarism detection software must be below 50%)
- the journal publication includes clearly shown novel elements (e.g., expanded introduction with included citation from the internationally recognized journals to the similar problems; more comprehensive experiments, etc).
- Please cite in the list of references at least one paper published in the BPASTS. Otherwise, your manuscript can be evaluated by reviewers as out of scope.
- The payment policy applies for all SS accepted papers (see "Information for Authors" on the webpage <http://www.editorialsystem.com/bpasts>).

Please notice that new and technically correct results may not be a good enough reason for manuscript acceptance. Usually about 50% to 70% submitted manuscripts are technically correct but our acceptance rate is less than 20% - 30%. To be accepted, a manuscript should have outstanding and original contributions. Also, it should be very attractive for readers.