

Thank you for agreeing to serve as Guest Editor of a special issue for Mass Spectrometry Reviews. The following offers advice on navigating the editorial process and making a success of your issue.

Core practices

We recommend that you familiarise yourself with Committee on Publication Ethics Core Practices, publicationethics.org/core-practices. This guidance will ensure that you are aware of the ethical responsibilities expected of authors, reviewers, and editors in the creation of your special issue.

Expectations

As a Guest Editor, it is expected that you will invite contributions to your special issue and oversee the peer review and decision process for all manuscripts submitted to the issue. We also ask that, close to the issue's completion, you supply a running order of articles, and an introductory editorial, for the special issue.

The editorial could be a short synopsis of the special issue, and a brief description of each article. Because special issues can only publish as fast as the slowest author, it is useful to set soft and hard deadlines for submissions, reviews and revisions. Typically, a special issue will have a minimum of 4 contributions with no upper limit. Each guest editor will work closely with a handling editor.

Peer review

Each manuscript must be reviewed by at least 2 referees. Please be aware of any conflict of interest that might arise in selecting referees; conflict should be avoided. In the event of contradictory reviews, a third referee or advice from an Editor may be sought for adjudication. Set firm deadlines for the delivery of referee reports. Once the reports have been received, communicate these to the corresponding author with your initial decision on the paper. Typically, initial decisions take the form of major/minor revisions or reject.

Accepting a manuscript without revision is uncommon, but there are always exceptions. Sending peer review reports that contain defamatory language must be avoided. *Mass Spectrometry Reviews* operates with a blind peer-review model, where the referees' identities must remain anonymous to authors.

Accepting manuscripts

The Guest Editor has the option to

- Collect and hold all manuscripts until all manuscripts in the special edition are accepted.
- Send each manuscript to handling editor as it is accepted.

This latter option enables more rapid electronic posting of the manuscript prior to formal publication and the assignment of page numbers.

Submission, revision and acceptance registration dates

For each paper received please take a record of the date the manuscript was received, the date the revision was submitted and the date the manuscript was accepted. Please supply these with the manuscript at the top of the paper in following format:

Submitted: [date], Revised: [date], Accepted: [date]

Author biographies and photos

We welcome author biographies and photos to appear in the manuscript. These are included at the Guest editor and author's discretion.

The example

<https://analyticalsciencejournals.onlinelibrary.wiley.com/doi/full/10.1002/mas.21602>

Publication ethics

If any suspicion of ethical misconduct should arise, for example suspected plagiarism, appropriation of data, or image manipulation, please contact the Managing Editor for advice (Paul Trevorrow, ptrevorr@wiley.com).

Confidentiality

As a Guest Editor, you will be placed in a position of privilege; therefore, please ensure the confidentiality of all content under your editorship.

Permissions

It is the author's responsibility to obtain permissions from each copyright holder (usually the publisher; not the author) for any reproduced content. This procedure should be undertaken very early in the process to avoid any potential post-acceptance delays.

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Useful resources

Author Guidelines

<https://analyticalsciencejournals.onlinelibrary.wiley.com/hub/journal/10982787/homepage/forauthors.html>

Core Practices

publicationethics.org/core-practices

STM signatories, guidance for permissions

www.stm-assoc.org/intellectual-property/permissions/permissions-guidelines/

