

Guidelines for Submission of Topical Studies in Oceanography (Deep-Sea Research-II) Manuscripts

Selection of Papers for the Special Issue

The Guest Editors are responsible for the selection of the manuscripts for the special issue. This selection should be based on scientific quality of the papers and the topic of the paper should clearly fall within the scope of the special issue. The final selection should form a coherent and complete set of papers.

Size of Special Issue

- In most cases the maximum number of published pages for a special issue should not exceed 500 pages. This equates to about 25-30 papers whose individual lengths average about 15 to 20 pages.
- If there are considerably more papers, the Guest Editor(s) should consider more than one special issue. In this case one can either base each issue on a specific aspect of the study (e.g., physical oceanography for one issue, biology and chemistry for another) or publish in order of accepted revisions. Most Guest Editors have chosen this latter course of action, particularly because it minimizes the ire of “early bird” authors who may have to wait unnecessarily long for the slower authors and their papers.

Manuscript Content

- Both DSR-I and DSR-II publish papers reporting original research. In rare instances, DSR-II may publish a review paper if it fits within the context of other papers within a special issue.
- Papers should stand on their own, but the special issue may be considerably strengthened if authors cross-reference other papers within the special issue. It should be the responsibility of guest editors to point out complementary papers to authors.
- Papers dealing with taxonomy and systematics are discouraged, but biogeography papers are acceptable.

Manuscript Format

- A Conclusions or Summary section is generally needed only if the text is longer than 20-25 pages.
- All numerical units should be in metric, with the exception of such standard terms as knots.
- The list of references at the end of the article should be in alphabetical order, following the standard DSR format. One can find the journal’s Guides for Authors at the journal’s website (<http://www.elsevier.com/locate/dsr2>). Please refer all authors to this Guide and make sure that they follow this carefully. Review forms are sent to you to assist you in the preparation of the issue.

Peer Reviewing Process

Guest Editor(s) will handle the peer-reviewing process.

- Each paper must be reviewed by at least two international specialists (three in case of doubt) – chosen by the Guest Editor(s).
- The Guest Editor may want to use an author from another paper within the special issue as one of the reviewers. This may help ensure a greater continuity between the various papers in the special issue, but this option should be used only where the Guest Editor feels that the review will be unbiased.
- If major revision is asked for by one of the referees it might need to be reviewed again by at least one referee.
- For the sake of appearance, it is wise for the Guest Editors not to be first authors on multiple manuscripts within the special issue.

Other Guest Editor Responsibilities

- Once all revised manuscripts are in hand, the Guest Editor should send the entire group to the Editor-in-Chief (John Milliman, School of Marine Science, College of William and Mary, Great Road, Gloucester Pt, VA 23062, USA). Overnight mail is generally preferred.
- For papers that have had trouble-free reviews and that the Guest Editor(s) feels is acceptable for publication, there is no reason to send all relevant reviews and correspondence. However, the Guest Editor should send such information for any paper that had a mixed review or which the Guest Editor feels is only questionably or marginally acceptable. As part of the final editor, over the years the Editor-in-Chief has rejected only a handful of papers (albeit always upon consultation with the Guest Editor); in nearly all cases these were papers whose acceptance was considered questionable by the Guest Editor.
- Nature not only abhors vacuums, it (or at least the Editor-in-Chief) also abhors surprises. As such, the Guest Editor is advised to keep the Editor-in-Chief advised of any major event (e.g., all papers submitted, all papers reviewed) in the review or revision process. E-mails can be sent to (milliman@vims.edu); Milliman's telephone number is 01-757-220-9319.

Time Schedule

- It is important that you establish a schedule for submission, revision and publication. Often it is best to start with the time that you desire the special issue to be published. Once the Editor-in-Chief delivers all edited manuscripts to the publisher's office in Amsterdam, it takes about 4-5 months for publication (including time for page proofs). The Editor-in-Chief generally takes 1-3 weeks – depending on number of manuscripts and his schedule – to edit all manuscripts. Thus, the Guest Editor(s) should assume publication about five months after they send the revised manuscripts to the Editor-in-Chief.
- Experience has shown that no matter how noble the intent, most special issues almost invariably are delayed by the slowest author(s) and slowest reviewer(s). At some point many Guest Editors have set a “drop-dead” date after which tardy submissions or revisions are not accepted. Invariably – and this is where Murphy's Law enters – the slowest paper is one that presents data or models upon which other papers in the special issue may depend. It is therefore particularly important to keep the time between first and last submitted manuscripts to a minimum.

- Those papers that are not delivered in time may eventually be published in Deep-Sea Research Part I – assuming, of course, that the Editor-in-Chief approves publication.
- It therefore is critical that the Guest Editor(s) inform contributing authors of the various deadlines.
- Again, please regularly inform/update both the Editor-in-Chief and your contact person at Elsevier on the status of the special issue.
- Remember: The speed at which a special issue is published is usually dependent on the speed at which the slowest author submits his/her revised paper. Unfortunately, the fastest author often suffers at the expense of the slowest. publication can be delayed for an embarrassingly long time.

Final Editing

- The complete set of final manuscripts, accompanied by all the required information, will be evaluated by the Editor-in-Chief, who makes the final decision on acceptance of manuscripts in consultation with the Guest Editor. Manuscripts cannot be officially accepted before this evaluation; before this time, revised manuscripts can be provisionally accepted.
- The Editor-in-Chief will inform the Guest Editor of any manuscript that either needs further revision or should be rejected. Once the entire special issue has been sent to Elsevier, all papers can be considered officially accepted. A final acceptance letter will be sent to the senior authors by Elsevier.
- When submitting the complete set of papers to the Editor-in-Chief, please ensure that you enclose the following:
 - date of receipt and date of recommendation for publication
 - order of papers as they are to appear in the issue
 - names, complete addresses, fax numbers and e-mail addresses of all (corresponding) authors and Guest Editors
 - hard copy of FINAL manuscripts, original figures, a disk with electronic version for each manuscript
 - logo or sponsorship information (if necessary)
 - name, date and place of conference where papers were presented (if necessary)
 - all relevant reviewers comments (+ additional comments by the Guest Editors and authors) including list of reviewers per mss.
 - Preface
 - Cover image and caption
 - Cover title
 - Title for the spine (not more than 35 characters)
 - Bulk order (see below for details)
- To speed up publication time and reduce the possibility of typing errors, all manuscripts/figures should be submitted to the Editor-in-Chief.
- In addition, the Guest Editor(s) should include one hard copy of the entire manuscript (including illustrations) and, where necessary for problematic papers (see above) a complete copy of the review and revision history of that particular paper.
- The Editor-in-Chief will make his editorial comments on the hard copy and then send hard copy and diskette directly to the publisher.

- Occasionally a paper (~1-2% of all papers the Editor-in-Chief has edited) may have enough suggested corrections that it needs to be sent back to the author for final revision.

Colour Illustrations

- Originals of all illustrations should be included with the accepted manuscript. If the author submits usable colour figures then Elsevier will ensure, at no additional charge, that these figures will appear in colour on the web (e.g., ScienceDirect and other sites) regardless of whether or not these illustrations are reproduced in colour in the printed version.
- Because of technical complications which can arise by converting colour figures to 'grey scale' (for the printed version should you not opt for colour in print) please submit in addition usable black and white prints corresponding to all the colour illustrations.
- Colour reproduction in print is possible at author's cost. The price is Euro 350/US\$ 350 for the first page (independent of the number of colour figures on that page) and Euro 175/US\$ 175 for subsequent pages.

Cover Illustrations

There is a fixed size for the cover illustrations, that Guest Editors have to abide by. The size should be exactly 115 x 144 mm (h x w); of this about 5 mm of the width will be cut off the right hand side, so this has to be taken into consideration when designing the illustration.

Electronic Supplementary Material

Elsevier is now able to accept electronic supplementary material to support and enhance the research presented. This offers the possibility to publish supporting applications, movies, animation sequences, high resolution images, background datasets, sound clips, etc. Supplementary files supplied will be published online alongside the electronic version of the article in ScienceDirect.

Page Proofs

All first or corresponding authors will receive galley proofs for checking. Please note that if, in your task as Guest Editor, you are interested in receiving all, or part of, the galley proofs of the papers in the special issue, you should give Elsevier advance notification of your wish.

Page Changes

There are no page charges for papers published in DSR-II.

Special Issue Copies and Offprints

Each senior author will receive twenty-five free offprints of his/her manuscript as well as a complimentary copy of the issue. Guest Editors receive five free copies of the issue each.

Bulk Order Arrangements

Extra copies of the issue can be ordered at a considerable reduced rate. The prices are as follows:

Minimum 10 copies

10-49 copies	=	US\$/Euro 50.00
50-99 copies	=	US\$/Euro 45.00
100-199	=	US\$/Euro 40.00
200+	=	US\$/Euro 35.00

These prices include shipment in bulk to one address, but exclude possible VAT.

Elsevier Contact:

Tonny Smit (Ms), Administrative Editor
Elsevier B.V.

Earth Sciences Department, P.O. Box 1930
1000 BX Amsterdam, The Netherlands
Tel: +31 20 485 3558, Fax: +31 20 485 2696
E-mail: amy.smit@elsevier.com