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**Guidelines for Guest Editors of Topical Article Collections**

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**What is a topical article collection?**

1. A collection of articles focusing on a specific theme or research question.
2. An article collection should focus on science linked to Triple Helix areas and develops, discusses or even challenges the Triple Helix concept.
3. The articles will be published one by one in order of appearance. The topical collection will be closed after a defined period of time, which can be agreed on by the guest editor in consultation with the journal editors.

**What is the role of a guest editor of a topical article collection?**

1. Solicit content for the article collection
2. Manage the editorial process under guidance from the managing editor and Editor-in-Chief, including assigning peer reviewers and making a final decision on whether to accept or reject the paper.
3. Assist in the promotion of a collection
4. Work in close cooperation with the Managing Editor and your co-editors, if any.

**What is the standard operational procedure?**

**Steps:**

1. **Submit a Call for Papers** (CFP) to the Managing Editor (Anne Rocha Perazzo, rochaperazzo.anne@gmail.com) and the Editor-in-Chief for review. If approved, it will be added to the website.
2. The CFP should indicate the **deadlines** for:

2.1. Submission of abstracts and articles to the guest editors for pre-reviewing (3 months)

2.2. Submission of articles that have been pre-reviewed and accepted by the guest editors in the journal Online Submission System at <https://www.editorialmanager.com/trhe/default.aspx> for peer-reviewing.

2.3. In case the guest editor requests that the paper be revised before it goes to peer-review, the deadline for submitting the text again to guest editor is 1 month.

1. **Inform the authors** that they should refer to **submission guidelines** before submitting their articles and that they will eventually have to cover **Article Publishing Charges** (APCs), mentioning the availability of open access funding and redirecting them to:

3.1 SpringerOpen “open access funding” page, which has a list of funders who support open access: <http://www.springeropen.com/about/oa-funding-and-policy-support/open-access-funding>;

3.2. SpringerOpen membership page, where they can find out if their institution has a membership with Springer that covers all or part of the APC: <http://www.springeropen.com/about/institutional-support/membership>

1. **Indicate** – as soon as they are informed by Managing Editor that the submission has been uploaded – **potential target reviewers.**
2. **React** – as soon as peer-reviewing is complete – **to the Managing Editor’s solicitations as to decisions, e.g. revision, acceptance, rejection, etc.** within 2 weeks.
3. **Submit an Editorial** to the Collection once the collection is complete (6–8 articles) (1 month)