



**Contract for Guest Editor**

<Journal Title>

**Guest Editor (s) Agreement**

Based on the initial proposal of <insert date>, <Journal Title> provisionally offers to make available an issue of the journal of which <insert name(s) of Guest Editors(s)> will serve as Guest Editor (s).

**Receipt of Articles**

The ‘**Editor-In-Chief**’ will commit a specific issue for the purpose of a special issue / special section only after receiving and reviewing a complete set of articles of near - publishable quality from ‘**Guest Editor**’ as per terms and conditions laid in M.O.U.

**Communication**

The ‘**Editor-In-Chief**’ will communicate directly with ‘**Guest Editor**’ and vice-versa in all matters. No involvement of Staff is acceptable from both sides.

**Format**

All submissions must adhere to <Journal Title>’s *References Bibliography* and fall within a limit of <insert maximum word count> words. All submissions must adhere to format discussed in M.O.U.

**Review**

The external review process is coordinated by the ‘**Managing Editor**’ of <Journal Title>. The ‘**Editor-In-Chief / Managing Editor**’ is responsible for preparing submissions for review, dispatching to referees, receiving and collating referee reports and forwarding the complete review material to the ‘**Guest Editors**’. Each article is sent to three - four potential referees. A minimum of two substantial reviews is required for the editorial decision.

The Guest Editors responsibility includes:

- An obligation to supply the ‘**Managing Editor**’ with names of potential reviewers;
- Turning around articles that are ready for a decision.

**Schedule**

The ‘**Guest Editor(s)**’ are responsible for ensuring that all contributing authors comply with <Journal Title>’s production schedule i.e. \_\_\_\_\_ (Mention Date). Deadlines are to be considered as final as are filled in M.O.U. ‘**Guest Editor (s)**’ are required to follow the <Journal Title> routines in the process leading up to publication. This includes keeping the article flow of the special issue rolling by turning over articles continuously and supplying new names for reviewers when needed. Failure to comply with the production schedule can result in postponement or rejection of the special section/special issue. The schedule for the special issue is:

	<b>&lt;Insert Dates Below&gt;</b>
Deadline for Submission of Abstracts	
Notification of Acceptance	
Deadline for Final Draft of Papers (<Insert Max Word Length>)	
Reviews and Revisions	
Deadline for Revised Papers	
Final Revised Versions to Editor	
Final Revised Versions to Publisher	
Publication	

**Acceptance and Rejection**

The ‘**Guest Editor(s)**’ make decisions to accept or reject any given article in consultation with ‘**The Publisher**’ or ‘**Editor-In-Chief**’.

The ‘**Guest Editor (s)**’ are expected to comply with ethical and qualitative standards that Pezzottaite Journals holds. This includes an obligation to respect the quality control that is supplied through the referee system as well as the joint reading of the Guest Editor (s) and Editor.



There is no possibility to guarantee contributors publication until adequate revisions in line with the referees' comments are completed and agreed to by the 'Guest Editor (s)' and the 'Editor-in-Chief'; or even all the procedures are followed by 'Guest Editor (s)'. They are expected to work collectively throughout the process. In particular a collective evaluation by all 'Guest Editor (s)' is expected of all submitted abstracts; all submissions preliminary to sending out for reviews, and of the returned revised submissions. In addition, the 'Editor-In-Chief / Managing Editor' will read through all submissions at these stages.

### Contributing Guest Editors

In the case where a 'Guest Editor (s)' contributes an article to the special issue/special section s/he is editing, the journal's 'Editor-In-Chief / Managing Editor' will be responsible for its evaluation and editing.

### Final Authority

The 'Editor-In-Chief' reserves the right to reject issue / section completely, or reduce it to a less ambitious section, should the quantity or quality of individual manuscripts not be satisfactory.

### Correspondence

All manuscripts and correspondence relevant to the submissions should be marked in name of 'Editor-In-Chief', who maintains the files and monitors the schedule and the production process. The 'Guest Editor (s)' will assist in the formal correspondence with authors regarding revisions, acceptance or rejections. 'Editor-In-Chief' can ask the 'Guest Editor (s)' to accept the template which it uses for such letters and which will be provided by 'Editor-In-Chief'. All papers and correspondence relevant to submissions must be marked to 'Editor-In-Chief' on [contactus@pezzottaitejournals.net](mailto:contactus@pezzottaitejournals.net)

### Legal Obligations

The 'Editor-In-Chief' warrants the 'Guest Editor (s)' to present for publication only material which is in no way whatever a violation or an infringement of any existing copyright or licence, which contains nothing libellous, of which all statements contained therein purporting to be facts are true, and in which any recipes or formulae or instructions are not injurious to the user.

Pezzottaite Journals encourages and welcomes open communication and cooperation 'Guest Editor', 'Guest Associate Editors' and the 'Editorial Office'. The 'Guest Editor (s)' are asked to keep in mind the terms of the agreement and the working procedures outlined by the editorial office but should also feel free to ask for information or clarification on procedures throughout the process.

Signature of Editor-in-chief

Dated: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature of Guest Editor 1

Dated: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature of Guest Editor 2

Dated: \_\_\_\_\_

Printed Name: \_\_\_\_\_