



Guest Editor Manual
**Bulletin of
Marine
Science**

The *Bulletin of Marine Science Guest Editor Manual* is intended for use with proper authorization by all persons serving as guest editors of special issues, special sections, and other publications coordinated and published by the *Bulletin of Marine Science*.

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GUEST EDITOR MANUAL



The *Bulletin of Marine Science* is dedicated to the dissemination of research from the world's oceans. All aspects of marine science are treated by the *Bulletin of Marine Science*, including papers in marine biology, biological oceanography, fisheries, marine policy, applied marine physics, marine geology and geophysics, marine and atmospheric chemistry, meteorology, and physical oceanography.

Why Choose *Bulletin of Marine Science* for Your Conference Proceedings or Special Issue?

Dissemination to the scientific community: hundreds of institutional subscribers distributed throughout approximately 50 countries. Online content available worldwide, most of which is open access.

Convenience: Guest editors can choose to receive manuscripts at their meeting or conference, or can coordinate with the Editorial Office for online submission of contributions. Our online submission system allows authors to submit manuscripts 24 hours a day, 7 days a week from any location, facilitates the review process, and streamlines communication with contributors. Authors have the ability to check on the status of their manuscript at anytime as it proceeds through the review process and guest editors can easily monitor the progress of all special issue manuscripts through the submission/peer review process.

Flexibility: Most special issues will contain a minimum of 10–15 articles. If the special issue will have fewer than 10 manuscripts, the *Bulletin* reserves the right to move the papers to a regular issue of the journal. In this case, a “special section” will be created to separate special-issue articles from other regular articles appearing in the same volume.

The opportunity to bring creativity to your publication. Examples include:

- A full-page foldout map included in *Bulletin of Marine Science* Volume 73 No 1 “Banco Chinchorro: Investigations on an Atoll-like Coral Reef System in the Mexican Caribbean Sea.”
- A companion book specifically dedicated to management/policy of deep-sea corals accompanied *Bulletin of Marine Science* Volume 79 No 3 “Proceedings of the Third International Symposium on Deep-sea Corals”.
- The opportunity to add supplementary data items to online articles or to the whole special issue including text files (TXT, RTF, DOC), HTML files, images (GIF, JPEG, BMP), PowerPoint® presentations, PDFs, and movies.

No page limit for individual articles. This feature is useful for review articles or invited keynote articles, both common in conferences and symposia.

Online publication ahead of print: FastTrack™ publishing enables manuscripts to be available to the scientific community as soon as possible. In most cases, a manuscript is “live” within 48 hours after manuscript acceptance, reducing the risk of delay that may be caused by the print or production process or by the coordination of numerous manuscripts for special issues. Authors are notified by email that their paper is available in FastTrack.

Complimentary print or electronic issues provided to all lead authors. Unlimited additional copies available at reduced cost.

Guest Editor Responsibilities:

The guest editor(s) main responsibility is to coordinate and manage the peer review of submitted manuscripts and recommend articles for publication that are scientifically well-grounded and appropriate for an international audience.

Establish a timeline and associated deadlines in consultation with the *Bulletin of Marine Science* Editor. Once an agreement is made and the *Bulletin* reserves a volume and number for your special issue, it will be critical that you meet all agreed upon submission deadlines. Example of a typical timeline is:

- Submission to the *Bulletin's* online submission system (3–6 months after initial “Call for Papers” is issued).
- First round of reviews (3 months after submission deadline).
- Revisions (2–3 months after first round of reviews is completed; for many manuscripts, a second round of reviews is required).
- Tentative publication date (3 months after all manuscripts have been formally accepted for publication by the *Bulletin's* Editor).

Decide how the author publication fees will be covered. Author publication fees will be assessed at the rate of \$1600 per accepted manuscript. Notes are \$1200. Open access is an additional \$1000 per manuscript.

Communicate the timeline and submission procedures to all authors. Remind authors of submission deadlines prior to deadline. Authors should be directed to the *Bulletin* web page for manuscript submission guidelines (bullmarsci.org/instructions.html).

Solicit at least two independent peer reviews for each manuscript. Reviewers should be experts on the topic of the manuscript and should not have any collaboration with the author(s) or be affiliated with the institutions of the author(s).

The *Bulletin of Marine Science* peer-review process is single-blinded. The reviewers know who the authors of the manuscript are, but the authors of the manuscript do not know who the peer-reviewers are. Guest editor(s) may choose to publish the names of the reviewers in an acknowledgment page for all individuals who have performed peer review for at least one manuscript in the special issue.

Examine the reviews and provide a separate guest editor critique of the manuscript. Determine whether revisions will be invited.

Where justified, invite authors to revise their manuscripts. Author revisions should address all of the issues raised by each of the reviewers. Author(s) must provide a detailed letter outlining how they responded to each of the concerns raised by the reviewers and guest editor(s).

Examine revisions and author response letter carefully to determine whether author(s) has adequately addresses all concerns. Check that revision follows BMS format.

Check that all elements of submission are complete. Notify BMS office that file is complete.

Once all of these materials are complete for each manuscript, the Editor will review each file before final acceptance for publication in the *Bulletin of Marine Science*. The *Bulletin* reserves the right to accept, reject, or modify any manuscript submitted as part of a special issue. It is the guest editor's responsibility to communicate this clause to all contributors to the special issue.

RESPONSIBILITIES

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