GALA JOURNAL OF APPLIED SCIENCES

Editorial Document (A.3)

3. Guest Editor Guidelines

Special Issue Oversight

Guest Editors are responsible for managing dedicated Special Issues or thematic collections from initial proposal through final publication.

- **Call for Papers (CFP):** Draft a structured CFP outlining the scope, topics, guest editorial team, and submission deadlines for Editorial Board approval.
- **Peer Review Management:** Ensure all Special Issue submissions undergo the same rigorous double-blind peer review required for regular submissions.
- **Conflict of Interest:** Guest Editors cannot handle or make decisions on their own submitted manuscripts within the Special Issue; such papers must be assigned to an independent Associate Editor.
- **Concluding Editorial:** Write an introductory Editorial paper summarizing the contributions of the Special Issue upon completion.