## Special Section Information Form

Please answer the following questions so that we may set up the Special Section correctly (mandatory fields are marked with an asterisk, “**\***”).

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|  | **Journal Title** | Computers & Graphics (CaG) |
|  | **Editorial System** | [Editorial Manager®](https://www.editorialmanager.com/cag/default1.aspx) |

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| **SECTION 1** | **Guest Editor Information**  Please provide contact information for all Guest Editors |

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| **Title\*** | **Given Name\*** | **Surname\*** | **Organization\*** | **Sub-organization** | **Institutional Email Address\*** |
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| * **Important Note:** Email addresses above will be registered in the editorial system (Editorial Manager®) linked above for Guest Editors to organize the Special Section. | | | | | |
| If more than one Guest Editor is listed for this issue, who will be the **Managing Guest Editor**?   * Please nominate **only** **one** Managing Guest Editor in the right column. * The role will be set up only for workflow purposes; however please be assured that all Guest Editors’ names will appear on the Special Section website and where applicable. * Final decisions on all Special Section submissions will be made by the Editor-in-Chief, but in some cases this responsibility may be delegated to the Managing Guest Editor. | | | | |  |

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| **SECTION 2** | **Special Section Information**  Please provide the Special Section’s basic information. We’ve prepopulated some of these fields with recommended data, please adapt as you see fit. |

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| **1** | **Tentative Full Title \*** |  | |
| **2** | **Short Title \***   * An easily identifiable short title will help authors to select the correct Special Section portal to submit their manuscripts. * Please limit its length to **max. 25 characters including spaces.** |  | |
| **3** | **Introductory text for websites\***   * This text will be presented (1) on the Special Section Article Collection page on **ScienceDirect**, (2) on the **dedicated Special Section page** on the Journal homepage, and (3) will feature **in author outreach messages** (if applicable). * You can give context to your readers about the Special Section themes or topics to be covered and about current and upcoming content. An example is included [**here**](https://www.sciencedirect.com/journal/science-of-the-total-environment/special-issue/10SWS2W7VVV) for your reference. * Please keep this brief, around **100 words** (or max 2,000 characters including spaces). * The text will be editable at any time on ScienceDirect before the Special Section is fully complete and can be supplemented with a formal editorial upon the publication of all the Special Section articles. * We can include photos of the Guest Editors on the dedicated Special Section page on the Journal homepage. Please include any images you would like us to add to the webpage as an attachment. |  | |
| **4** | **Special Section Keywords \***   * These keywords will be added to the dedicated Special Section webpage to help authors find issues relevant to their research. * We recommend providing 3 to 6 specific keywords, and a maximum of 10.   Example: *(migrant) OR (migrants) AND (COVID-19) OR (vaccine) OR (vaccine hesitancy) OR (critical public health)* |  | |
| **5** | Estimated **number of articles** to be published in the Special Section **\*** | **Total**: Click here to enter text   * **Review** Articles: Click here to enter text * **Original Research** Articles: Click here to enter text | |
| **6** | How many **prospective authors** have you identified to contribute? | Authors that already **agreed to contribute**: Click here to enter text  Authors you are **planning to invite**: Click here to enter text | |
| **We propose the following deadlines for this Special Section, based on standard issue timelines. Please indicate any suggested changes:** | | | | |
| **7** | | **Submission Open Date \***   * The date the submission portal is open and available for submissions | | Click or tap to enter a date |
| **8** | | **Final Manuscript Submission Deadline \***   * The date by which all manuscripts should have been submitted to the Guest Editors for evaluation (usually 3 to 6 months from *Submission Open Date*) * The submission portal will be closed simultaneously | | Click or tap to enter a date |
| **9** | | **First Decision Deadline \***   * The date by which all manuscripts should have been subject a first decisions by the Guest Editors for evaluation (3 to no more than 4 weeks from *Submission Deadline*) | | Click or tap to enter a date |
| **10** | | **Editorial Acceptance Deadline \***   * The date by which all manuscripts should be fully reviewed, and all final decisions have been made (usually 3 to 4 months from *Final Manuscript Submission Deadline*) | | Click or tap to enter a date |
| **11** | | **Important Issue Information**   * The Guest Editors confirm that no paper should be accepted with less than three (3) independent reviews and that there will be at least two complete review cycles. | | Click or tap to confirm |

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| **SECTION 3** | **Author Outreach Program**  We can support you as a Guest Editor by helping you connect your Special Section to a wider scientific network and increasing your visibility as Guest Editor through sending personalized email invites to a selected group of authors. |

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| **1** | **Please choose how you would like to reach potential contributors to your Special Section \*** | | |
| **Option** | | **A** | **Author Outreach Program**   * Please see the “[Author Outreach Program for Special Issues](#_AUTHOR_OUTREACH_PROGRAM)” page below for more details regarding targeted author outreach. * We will create a dedicated page on the Journal homepage to advertise your Special Section. * We will send invitations to a curated list of potential authors. If you wish, the invitations can be sent on your behalf. * Your Content Acquisition Specialist from Elsevier will follow up with more information and to collect additional details for the author outreach program. |
| **Option** | | **B** | **Guest Editor Invitation Only**   * You will be solely responsible for author invitations. There will be no author outreach on your behalf. |

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| **SECTION 4** | **Sponsorships (if applicable)** |

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| **Open Access Sponsorship** | | | |
| **Please confirm if the Special Section is sponsored by a third-party** (including commercial, non-commercial, or not-for-profit) **\*** | | | Yes  No | |
| **If Yes** | **1** | Please provide the sponsor’s **name and contact details** |  | |

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| **SECTION 5** | **Conference Information (if applicable)**  If the Special Section is related to a conference, please provide the conference information |

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| **1** | **Conference Full Name** |  |
| **2** | **Conference Date and Venue** |  |
| **3** | **Invited Papers from the Journal** (will the Guest Editors Invite papers published in the CaG Journal in the previous year, not presented elsewhere, covering conference core topics)? |  |

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| **SECTION 6** | **Declaration of Interest \*** |

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|  | Guest Editors must disclose below any financial and personal relationships that could potentially bias their ability to objectively assess the content of the Special Section.  This includes the following relationships with any party, including any sponsor of the Special Section: employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. |
| The Editors declare that they have **no known competing financial interests** **or personal relationships** that could appear to influence the work in this Special Section. | |
| The Editors declare thefollowing **financial interests and/or personal relationships** which may be considered as potential competing interests:  Click here to enter disclosures for each editor | |

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| **Useful Links** |

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| **A warm welcome to our Guest Editors** | [Guest editors (Elsevier.com)](https://www.elsevier.com/editors/role-of-an-editor/guest-editors#:~:text=%20A%20warm%20welcome%20to%20our%20guest%20editors,and%20the%20resources%20mentioned%20above%2C%20there...%20More%20) |
| **Guest Editor Guide** | <https://www.elsevier.com/editors/role-of-an-editor/guest-editors/guest-editor-guide> |
| **Editorial Manager  Guest Editor Video Guides** | [(Guest) Editor Guide to Editorial Manager](https://service.elsevier.com/app/answers/detail/a_id/28527/supporthub/publishing/p/10593/#panel5b) |
| **Editorial Manager  Training Request** | <https://www.elsevier.com/editors/submission-systems/training-request> |

# AUTHOR OUTREACH PROGRAM FOR SPECIAL SECTIONS

At Elsevier we know it is not always easy to find the right authors for your Special Issue. This is why we are committed to supporting you as a Guest Editor by helping you connect to a wider scientific network. This will not only increase your visibility as a Guest Editor, but it will also help reach and engage with high-profile authors outside of your usual network.

**HOW CAN WE HELP TO PROMOTE YOUR SPECIAL ISSUE TO WIDER NETWORK?**

**AUTHOR OUTREACH PROGRAM:** The objective of this program is to attract high-quality submissions to your Special Issue. Our highly targeted segmentation methodology allows us to contact the most relevant authors via email. By using the keywords and subject areas of your Special Issue, we select authors that have recently published on a relevant topic in at least one Scopus-indexed journal.

Our Content Acquisition Team can send targeted invitations on your behalf. If you want to benefit from this option, you can indicate your consent in the Author Outreach Email Program online form (a link to the form will be forthcoming from your Content Acquisition Specialist). All the responses that result from the outreach program will be shared with you by your Content Acquisition Specialist.

**Important:** If you as the Guest Editor(s) are sending out your own invitations as well, we can de-duplicate these authors from our outreach list, making sure that the same author does not receive multiple messages.

**WHAT IS THE PURPOSE OF TARGETED AUTHOR OUTREACH?**

**Ensures we reach our target audience:** The targeted author invitations aim to inform the right potential contributors about your upcoming Special Issue. For Open Access journals, we also include information about any eligible publication discounts in the messaging.

The submission portal can be open and available to all authors who select to contribute to the Special Issue, or available only to invited or pre-approved authors with a submission link.

**Engage with a broader audience:** Our extensive database enables us to reach a large-scale audience and therefore often allows us to reach and engage with authors outside your usual network.

**Boosts the visibility of your Special Issue Call for Papers**: The personal invitation has a direct link to the Special Issue information hosted on the journal website attracting more authors to discover your Special Issue, allowing them to share the link within their network.

*In 2021 alone we have been able to support about 500 Special Issues, having reached over 230K authors. We hope you will consider allowing us to help you find the right authors for your Special Issue.*

***Questions?*** *Feel free to reach out to your Content Acquisition Specialist.*