Guest Editor(s) Agreement

Based on the initial proposal of <date>, International Journal of Advances in Engineering & Technology (IJAET) provisionally offers to make available an issue of the journal of which <name(s) of Guest Ed(s)> will serve as Guest Editor(s).

1. Receipt of articles. The Editor of IJAET 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.

2. Format. All submissions must adhere to IJAET’s style requirements (please refer to our submission guidelines at http://ijaet.org/instruction-for-authors/index.html and fall within a limit of 10 pages Max.

3. Review. The external review process is coordinated by the guest editor in coordination with Editor IJAET. The guest editor is responsible for preparing submissions for review, dispatching to referees, receiving and collating referee reports and forwarding the complete review material to the Editor IJAET. Each article is sent to 2-4 potential referees. A minimum of two substantial reviews is required for the editorial decision. The Guest Editors responsibility includes a) turning around articles that are ready for a decision. b) An obligation to supply the Final articles after review and decision process is complete.

4. Schedule. The Guest Editor(s) are responsible for ensuring that all contributing authors comply with IJAET’s production schedule. Deadlines are to be considered as final. The Guest Editor(s) are required to follow the IJAET routines in the process leading up to publication. This includes keeping the article flow of the special issue rolling by turning over articles continuously. 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:

| Deadline for submission of abstracts | <Insert dates below> |
| Notification of acceptance |
| Deadline for final draft of papers (10 pages max) |
| Reviews and revisions |
| Deadline for revised papers |
| Final revised versions to Guest Editor |
| Final revised versions to publisher |
| Publication |

5. Acceptance and rejection. The Guest Editor(s) makes the decision to accept or reject any given article in consultation with the Editor IJAET.

The Guest Editor(s) are expected to comply with the ethical and qualitative standards that IJAET holds http://ijaet.org/peer-review-of-ijaet/index.html. 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 IJAET. 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 IJAET. The Guest Editor(s) 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 IJAET will read through all submissions at these stages.

6. **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 Editor IJAET will be responsible for its evaluation and editing.

7. **Final authority.** The Editor IJAET reserves the right to reject a special issue/special section completely, or reduce it to a less ambitious section, should the quantity or quality of individual manuscripts not be satisfactory.

8. **Resources** Organizers and guest editors are free to use resources of IJAET (Logo, publicize about conference on IJAET website etc.) provided they take prior permission from editor IJAET and give due credits to the journal.

9. **Correspondence.** All manuscripts and correspondence relevant to the submissions should be copied to the Editor IJAET special_issue@ijaet.org who maintains the files and monitors the schedule and the production process. The Editor IJAET will assist in the formal correspondence with authors regarding revisions, acceptance or rejections. **IJAET** asks the Guest Editor(s) to use the templates which is used by IJAET for such letters and which will be provided by the Editor IJAET.

10. **Legal obligations.** The Guest Editor(s) warrant to the Editor IJAET 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. IJAET encourages and welcomes open communication and cooperation between Guest 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 of **IJAET** [http://ijaet.org/copyright-of-ijaet/index.html](http://ijaet.org/copyright-of-ijaet/index.html) but should also feel free to ask for information or clarification on procedures throughout the process.

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Signature of Editor IJAET                                           Date

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Signature of Guest Editor                                           Date

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Signature of Guest Editor                                           Date

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