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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:

	<Insert dates below>
Deadline for submission of abstracts	
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.

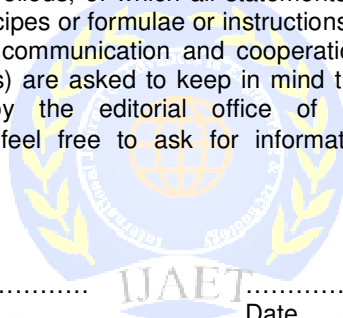
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Signature of Guest Editor Date

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Signature of Guest Editor Date