**Information for (potential) Guest Editors**
**„i-com – Journal of Interactive Media"**

i-com publishes three issues per year (in April, August and December) – each issue with a special topic that usually is handled by one or more guest editors appointed by the board of editors. In addition to articles belonging to the special topic there are usually also free submissions in each issue – handled by the Editor-in-Chief.

If you want to propose a topic for a special issue, please contact the editor in chief. The proposed topic should have a close connection to the field of Human-Computer Interaction (HCI) – the guest editors should be leading experts in the proposed topic – at least one of them from Europe.

The duties of the guest editors are
- Preparation of an appropriate description for the special issue – title, motivation, description – all of this represented in a "call for articles" – examples for such calls can be obtained from the EiC
- Distribution of the call for articles in the community
- Handing incoming submissions in the journals submission system – find reviewers, assign reviewers, look into reviews and propose a decision
- Writing an editorial for the issue (together with the EiC if there are free submissions in the issue) - Additionally to or instead of a Special Issue editorial the guest editors might choose to write an overview article to the Special Issue topic and submit it (review is handled by the EiC)

# Deadlines

Since the dates for publishing the issues are fixed, there is a rough timeframe that should be considered for special issues:

Issue 1: (will be published in April)
- Call for Articles in June/July
- Submissions until November
- Reviews until January
- Final versions from authors until 15.02. – to be forwarded to production
- Layouted versions of papers back to authors until 23.02.
- Final corrections to production until 01.03.

Issue 2: (will be published in August)
- Call for Articles in October/November
- Submissions until März
- Reviews until April
- Final versions from authors until 22.06.
- Layouted versions of papers back to authors until 30.06.
- Final corrections to production until 06.07.

Issue 3: (will be published in December)
- Call for Articles in April
- Submissions until Juni
- Reviews until August
- Final versions from authors until 11.10.
- Layouted versions of papers back to authors until 19.10.
- Final corrections to production until 25.10.

## Advertisement

The call for articles should be distributed by the guest editors in the community.

Suggestions for (HCI-)mailing lists for distribution are
- fb-mci@lists.gi.de
- fg-cscw@lists.gi.de
- wi@aifb.uni-karlsruhe.de
- chi-announcements@listserv.acm.org
- eusset@listserv.uni-siegen.de

Please additionally use social media channels to distribute the call.

The call will be available on the journal's website at https://i-com-journal.org/ to reference to.

## Submission System / Process

One of the guest editors should register on https://mc.manuscriptcentral.com/icom and have him/herself been the guest editor role assigned to (contact EiC).

Authors have to submit their manuscripts using the submission system. When submitting a paper, the authors should indicate "Special Topic Research Article" when asked to "classify your submission" on the first page of the submission process. Then the paper will be assigned to the guest editor to handle it – i.e. assign reviewers, consolidate reviews, prepare decision. All communication should be handled using the submission system – then it is properly archived, and we have an overview of what is happening. If you need coaching in how to use the submission system, the EiC can give you a contact at the publishers.

After is has been decided which papers should be accepted and included into the issue, the submission system will also handle the communication of the authors with the production department to distribute and check the layouted version etc.

## Other questions

Just check with the EiC – michael.koch@unibw.de