



Guidance for Guest Editors of *Journal of Neuroendocrinology* (JNE) Special/Virtual Issues (SIs/VIs)

JNE publishes two types of special issue (SI): issues derived from meetings, and specially commissioned issues on defined topics. These notes are for the use of Guest Editors of either type.

1. Initially liaise with one of the Editors-in-Chief (Professor Lehman or Professor Goodman for the Fundamental and Mechanistic strand; Professor de Herder or Dr Alexandraki for the Translational and Clinical strand) as regards the details of the SI (topical scope, type of contributions included, deadlines, etc.), and an agreement to publish it.
2. Agree on a tentative title for the SI and whether its content will be derived from a meeting or will be a commissioned collection.
3. If it will be derived from a meeting then, although each paper will be published online as soon as accepted, it will not be collated into an SI until the EiC and Guest Editor deem it complete, including any accompanying editorial, preface, and/or cover illustration.
4. If it is a commissioned issue not linked to a meeting, then it will be collated as an SI as papers are accepted and will be termed a Virtual Issue (VI). In this case, Wiley will need introductory text, and any cover illustration (optional) before they can set up the VI online. This does not preclude later addition of an editorial or summary once all papers are accepted.
5. If the SI might include a new article type, liaise with the relevant Editor-in-Chief (EiC) at least three weeks in advance to get this set up. If you want to use any article type on the drop-down list on the submission system other than Review or Original Article, please liaise with the relevant EiC.
6. The lead Guest Editor should fill out Wiley's JNE special issue proposal form, which can be obtained from the Editor-in-Chief or from Sherestha Saini at Wiley (Ssaini@wiley.com) with details of the SI/VI, including a brief description of the proposed issue, the names and emails of proposed co-guest editors, a list of potential authors and their current email addresses, and a proposed submission open date and deadline.
7. It is recommended that the Guest Editor(s) liaise informally with potential authors to confirm their interest in contributing to the SI/VI. Wiley will then send out formal email invitations on behalf of the Guest Editor(s) and monitor progress, keeping the Guest Editor(s) informed. However, it is the responsibility of the Guest Editor(s) to ensure that authors keep to their commitment. In case of any problems, contact the relevant EiC.
8. Please ensure that authors know which SI name and paper type (eg Review, Original Article) to select when submitting their paper.
9. There is a separate guidance available for [authors](#). Please contact the EiC if you have additional questions or any concerns.