

## INSTRUCTIONS FOR THE ORGANIZATION OF SPECIAL ISSUES/SPECIAL SECTIONS

***CIT. Journal of Computing and Information Technology*** (hereafter: ***CIT***) solicits proposals for the organization of Special Issues/Special Sections. Such proposals will be discussed within the Editorial Board and should be directed to the Editor-in-Chief (c/o the Editorial Office, at [cit@fer.hr](mailto:cit@fer.hr)).

In order to be taken into consideration, proposals for the organization of Special Issues/Special Sections should comply to ***CIT***'s publishing standards and mandatory meet the following prerequisites:

1. Each proposal for organizing a Special Issue/Special Section should provide the following information: (i) detailed description of the proposal and the list of topics covered by the proposal, (ii) the list of the Guest Editors (GEs) who will manage the reviewing process, with the principal GE serving as the contact person for all the communication with ***CIT***'s Editorial Board, (iii) a short CV for each of the GEs, highlighting her/his expertise in the area of the Special Issue/Special Section topics, (iv) a list of titles of collected candidate papers, and (v) the collected candidate papers.
2. The candidate papers on the proposed topic need to be sent to ***CIT*** along with the proposal for evaluation. They can be made available as an attachment to the email sent or via a link to an external folder on a cloud drive. The Editorial Office will perform an initial screening of papers' suitability, as well as an assessment of the Special Issue/Special Section proposal and inform the GEs whether the proposal in any form can be accepted to proceed. In the case of acceptance, the Special Issue/Special Section announcement will be published on the journal's website, with short deadlines for receiving additional papers for the Special Issue/Special Section.
3. All candidate papers that pass the initial screening will undergo an independent peer review process. GEs' responsibility will be to manage the reviewing process by engaging/appointing appropriate international reviewers, supervising their reviewing work, and eventually reaching the decision on the publicability of a manuscript. The final decision on a manuscript's acceptance will be reached in cooperation with the Editorial Board.
4. Only previously unpublished papers bringing original research results will be considered. Conference papers will not be considered on an "as-is" basis, as ***CIT*** does not publish reprints. However, consistently extended versions of best papers previously presented on conferences/workshops, bringing new information and/or interpretations of contributions having been exposed there, could be taken into account.
5. As ***CIT*** is a broad-focused journal addressing a general readership, the prospective papers should be written so that a suitable introduction into the particular topic/issue researched is conveyed. The GEs should take care that manuscripts provide a holistic view as well as a comprehensive discussion on the topic researched.

6. A Special Issue should consist of 5-7 accepted papers at most, with a suitable introductory paper presenting the research area addressed by the Special Issue (Guest Editorial). Each manuscript should meet *CIT*'s publishing standards, as described in *CIT*'s Author Guidelines (<http://cit.fer.hr/index.php/CIT/about/submissions#authorGuidelines>). Prospective authors should stick to these standards (e.g. 6000-8000 words of body text, approximately corresponding to 12-14 *CIT* pages after final layout processing). A Special Section can be organized to consist of a smaller number of manuscripts.
7. All entries for a Special Issue/Special Section should be done exclusively via *CIT*'s journal management system OJS. GEs should take care for the completeness of submissions as well as of the bio-information on the stakeholders (i.e. authors and reviewers).