Special collection – Guidelines for Guest Editors – *Rheumatology, Practice and Research*

*Rheumatology Practice and Research* is a peer-reviewed, open access journal publishing high quality research from across the spectrum of rheumatic disease and treatment, including the following areas: immunology, musculoskeletal medicine, general internal medicine, primary care and clinical therapeutics.

Special collections deal with specialised topics of high current interest, which fall within the scope of *Rheumatology, Practice and Research*. They should be organized by recognised experts in the area and attract articles of the highest quality. Special collection proposals are welcome at any time during the year, and should be submitted to Philippa.stevens@sagepub.co.uk.

**Proposals**

Proposals for special collections should be submitted by the Guest Editor and must include the following:

- A suggested title (10 words)
- A proposed Aims & Scope, giving an overview of the intended focus of the collection and a list of topics to be covered. The topic should be of current interest, broad enough to attract a reasonable number of submissions, and yet narrow enough to retain a strong focus for the issue.
- Six succinct key words to reflect the main themes of the collection
- The name, email, affiliation and a short biography of the Guest Editor(s)
- Proposed timeframes for the following:
  - Deadline for submission
  - First round of review
  - First papers published

Guest Editors should not have more than one active special collection proposal at a time.

All proposals are subject to approval by the journal’s Editors. If approved, a call-for-papers will be issued and posted online. The Guest Editor’s name may be used in promotional activities for the collection.
Guest Editors are free to contribute a maximum of 4 articles to their collection. Of these four, one introductory Editorial and one Review Article will be exempted from the regular publication charges of the journal.

**Initials assessment and review**

The Guest Editor will be responsible for overseeing the peer-review of the articles submitted to the collection, however final say will remain with the journal’s Editor. The Guest Editor’s main editorial tasks will be to provide an initial assessment of the suitability of the submitted manuscripts, and to suggest suitable peer-reviews, with no conflicts of interest, for each manuscript. Each manuscript must be reviewed by at least 2 independent referees. Guest Editors may not act as reviewer for any of the collection’s manuscripts.

The Guest Editor will also be expected to commission articles for the collection. To ensure the success of the special collection, we generally aim to have over 15 submissions. These will be obtained through a mixture of commissioning and marketing activities.

Guest Editors must disclose any potential conflicts of interest relating to the submitting authors or submitted manuscripts. In such cases, the manuscript may be handled by another Editor.

*Rheumatology, Practice and Research* operates using a single-blind peer-review process, that is, the reviewers know who the authors of a manuscript are, but the authors do not have access to the information about the reviewers.

**Article Processing Charge**

*Rheumatology, Practice and Research* is an open-access journal and as such authors will be asked to pay an Article Processing Charge (APC) of $1,100 upon acceptance for publication.