Guest Editor of a Topical Issue of the *Journal of Clinical Neurophysiology*

The *Journal of Clinical Neurophysiology* has a long history of publishing topical issues. Topical issues contain thematic review articles on contemporary clinical neurophysiology topics. Ideally, each topical issue will serve as primary reading and reference for a particular topic. These issues are spearheaded by 1-2 guest editors. Guest editors are selected by the Editor-in-Chief based on their area of expertise. However, Journal readership is encouraged to contact the Editor-in-Chief if they have a proposal for a topical issue and would like to serve as the guest editor or would like to nominate a guest editor. All topical issues must be approved by the Editor-in-Chief.

Responsibilities of the guest editor include:

- Identify a need in any area of Clinical Neurophysiology that would lend itself to a topical issue of the Journal
- Create a title for the topical issue
- Identify 3-7 papers that can be written about the topic
- Identify authors that can write the papers; inviting prospective authors will be done by the guest editor, not the editorial office
- Authors should be instructed to follow guidelines for Review Articles available in the “Instructions for Authors”
- Create a timeline for when the papers must be submitted to the Journal
- After submissions are received by the Journal office, they will be forward to the guest editor for comments
- Guest editor approves or edits the submissions and returns them to the Editorial Office; these Invited Reviews are not sent for formal peer-review
- Write guest editorial for topical issue; this should highlight the rationale for creating the topical issue
- In collaboration with the Editor-in-Chief, the guest editor may identify recently published papers in the same area as the topical issue and invite experts to write Article Commentaries on those papers (information about Article Commentaries is available in “Instructions for Authors”)
- Article Commentaries will also be sent to the guest editor for approval; they will not be sent for formal peer-review

There is no fixed timeline for Review Article submission to which guest editors must adhere. However, once they establish a deadline for article submission, the Editorial Office will enforce it. This allows for planning when topical issues will appear and order.

Once the Guest Editorial, all the Review Articles, and Article Commentaries (if applicable) are received in the Editorial Office, they will be sent to the publisher. In about 3-4 weeks, the publisher will send typeset page proofs for editing to the
authors. These page proofs will also become available in the “Published Ahead-of-Print” tab of the Journal’s website as an electronic publication. The papers are then readable and citable. The entirety of the topical issue will be printed in the next available Journal issue. When articles appear in print, they will be taken off the “Published Ahead-of-Print” section of the website.

Anyone interest in guest editing a topical issue of the Journal of Clinical Neurophysiology should get in touch with the Editor-in-Chief, Aatif M. Husain, with a proposal. The proposal for guest editing should include the following:

- Topic(s) in clinical neurophysiology to be covered in the topical issue
- Prospective guest editor’s statement of expertise in the topical area and CV; these may not be necessary if guest editor has been invited by the Editor-in-Chief to submit a proposal
- Title of topic issue (does not have to be final, but will be used to identify this issue in the editorial process)
- Rationale for topical issue, i.e. a “needs statement”
- A list of possible Review Articles that will appear in the topical issue; this can be a tentative list
- A list of possible authors who will write the Review Articles; this can be a tentative list
- A timeline for soliciting the papers and deadline for submissions

Once a topical issue has been approved by the Editor-in-Chief, the guest editor should contact the prospective authors. If there is a substantial change in the number of papers, topics to be covered or authors, the Editor-in-Chief should be notified. Though the Editorial Office will not impose a timeline for submission of Review Articles, once the guest editor determines the deadline for submission, the Editorial Office will adhere to that date. After authors for Review Articles are decided, the guest editor and Editor-in-Chief will consider identifying articles for Article Commentaries and nominate prospective authors.