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).

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. Only previously unpublished papers bringing original research results will be considered.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 extented versions of best papers previously presented on conferences/workshops, bringing new information and/or interpretations of contributions having been there exposed, could be taken into account.

2. Each proposal for organizing a Special Issue/Special Section should provide the following information: (i) the list of the Guest Editors (GEs) who will manage the reviewing process, with the principal Guest Editor serving as the contact person for all the communication with CIT's Editorial Board, and (ii) a short CV for each of the GEs, highlighting her/his expertise in the area of the Special Issue/Special Section topics.

3. 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.

4. A Special Issue should consist of 5-7 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.

5. GEs responsibility will be to manage the reviewing process for the submitted manuscripts, by engaging/appointing appropriate 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.

6. 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).