*IEEE Transactions on Cognitive and Developmental Systems*

**Instructions for Special Issues**

*IEEE Transactions on Cognitive and Developmental Systems* publishes special issues on emerging topics guest edited by distinguished researchers in all areas related to cognitive and developmental systems, emphasizing on emerging and interdisciplinary topics. Below are instructions about how a special issue is organized.

**Phase 1 – Proposal:** A special issue proposal on an emerging topic in cognitive and developmental systems, or a closely related area should be sent to the Editor-in-Chief (EiC). The proposal should include at least the following components: the theme of the special issue, its relevance/importance and need in the present context, a list of specific topics, a list of potential authors, and a suggested time line. Note that, the list of potential authors is needed just to get an idea that there are sufficient researchers to support the proposed special issue. The special issue would be organized based on an open call for papers and we do not consider special issues based on papers from a single conference.

**Phase 2 – Evaluation:** Once the EiC receives a proposal, it will be circulated to all Associate Editors for comments and feedback. They take into account various issues including the technical merit, relevance to the scope of the journal, timeliness, and feasibility of the proposed special issue. Based on the input from the associate editors, the EiC makes a decision on the special issue proposal. The decision can be acceptance, rejection or a revision of the proposal. A revised proposal will again be reviewed by the associate editors and there is no guarantee that a revised proposal will be accepted.

**Phase 3 – Call for Papers:** Once a proposal is accepted, the Guest Editor(s) will be asked to prepare a call for papers (CFP) formatted to one transactions page so that it can be published in the Transactions. The CFP should include all relevant information such as the theme, topics, deadlines, and submission guidelines. The CFP must include an instruction to authors suggesting them to mention something like "This paper is for the special issue on XXXX" as a note to the Editor at the time of submission through the manuscript central. The CFP will be announced in the journal’s web site, circulated through CIS Newsletter and published in the CIS Transactions and Magazine.

**Phase 4 – Review Process:** Papers submitted to the special issue will be assigned to one Guest Editor for handling the review process. All papers submitted to a special issue papers will undergo exactly the same procedure as that of regular submissions. Papers submitted to the special issue co-authored by a Guest Editor will be handled a different Associate Editor assigned by the EiC.

**Phase 5 – Publication:** Once the special issue review process is complete, the EiC requests the Guest Editor to write a preface to the special issue (usually not more than 2 formatted transactions pages) for inclusion in the special issue. The special issue is then published as soon as possible.

We do not encourage guest editors to submit papers to the special issue and under no circumstances the Guest Editor should submit more than one manuscript to the special issue. Please contact the EiC for further information.