

Special Collection Proposal Form

Please complete this form and submit it to the Editor in Chief(s) of the host journal(s) and copy the AGU Collections Team (collections@agu.org)

Organizers, please note the following:

- The organizers may not serve as peer reviewers for individual articles.
- If the Editor in Chief determines a need to invite guest associate editors, the organizers may be asked to serve in that role for the special collection. As a guest associate editor, you may be asked to identify potential reviewers, assess the reviews, and provide a recommendation to the journal editor. Guest editors are required to complete associate editor training.
- Papers will be published online as they are ready. Any requests to schedule the publication of accepted papers (e.g., to coordinate publication with another paper or journal) should be communicated to the editorial staff in advance. All references in accepted papers must be available before final publication.
- You will be required to supply an image broadly representative of the collection topic that can be used on the website, social media and for other promotional purposes.
- Accepted articles will be published in the journal as ready and collated as a special collection virtual issue.

LEAD ORGANIZER INFORMATION (required)

Name:

Institution:

Mailing address:

Telephone:

ORCID #:

E-mail:

SPECIAL COLLECTION ORGANIZER 2

Name: Institution:

ORCID #: E-mail:

SPECIAL COLLECTION ORGANIZER 3

Name: Institution:

ORCID #: E-mail:

SPECIAL COLLECTION ORGANIZER 4

Name: Institution:

ORCID #: E-mail:

SPECIAL COLLECTION ORGANIZER 5

Name: Institution:

ORCID #: E-mail:

PROPOSAL INFORMATION

1. Primary Journal:

If the scope of your collection can include more than one AGU journal, please list additional potential journal(s):

The editor in chief of each journal must approve their inclusion in the collection. Click [here](#) to see a list of our journals. Each journal's scope can be found in the "About" section under "Aims and Scope".

2. Full title of special collection:

3. Brief description of special collection (~150 words – may append on separate sheet).

Please note the brief description will appear on the journal website and may be used as the Call for Papers. If you do not want a Call for Papers posted, please make a note of this below.

4. Estimated number of articles:

5. Preliminary list of articles (with author names if available) to be included. The list may be appended to this form.

PROPOSED SCHEDULE

Note that these dates are critical to ensure that all articles are published in a timely manner.

Special Collections are typically opened with a Call for Papers.

Submissions open _____ Date

Submissions close _____ Date

6. Please list any advertising, social media or promotional ideas that you or your institution are considering for the special collection.

