

DATE:

**PROPOSAL FORM
JOURNAL SPECIAL SECTION**

AMERICAN GEOPHYSICAL UNION
2000 Florida Avenue, NW
Washington, D.C. 20009

Proposers: Submit this form to the Editor, who will then submit the signed form for approval by AGU.

Articles in the special section will be published online as ready and appear together online. Articles will also be printed in the next journal issue and designated as special section papers.

When all articles are published, the proposer will need to write an introduction/preface to the special section. AGU staff will let the proposer know the timetable for this introduction.

Guest Editors, please note the following:

- 1. The guest Editor may not serve as a reviewer for individual articles.**
- 2. With the approval of the journal Editor, the guest Editor *may* serve in the role of Associate Editor for the special section. There may be multiple guest Editors for a special section.**

PROPOSER INFORMATION (required at time proposal is submitted)

Name: _____

Institution: _____

Mailing address: _____

Telephone: _____ Fax: _____ E-mail: _____

PROPOSED GUEST EDITOR 1

Name: _____ Institution: _____

Mailing address: _____

Telephone: _____ Fax: _____ E-mail: _____

PROPOSED GUEST EDITOR 2

Name: _____ Institution: _____
Mailing address: _____
Telephone: _____ Fax: _____ E-mail: _____

PROPOSED GUEST EDITOR 3

Name: _____ Institution: _____
Mailing address: _____
Telephone: _____ Fax: _____ E-mail: _____

PROPOSED GUEST EDITOR 4

Name: _____ Institution: _____
Mailing address: _____
Telephone: _____ Fax: _____ E-mail: _____

PROPOSAL INFORMATION

1. Journal:

If joint section, please include additional journal(s):

2. Subject area or journal subset information. (Subsets are specific categories in Geophysical Research Letters (GRL), JGR-Atmospheres (JD), JGR-Solid Earth (JB), and JGR-Space Physics (JA))

3. Full title of special section

4. Brief description of special section (~150 words).

Please note the brief description will appear on the journal website.

5. Number of articles:

6. Preliminary list of articles to be included. Please list example contributions, limiting yourself to those you would think are appropriate for the scope of the journal(s). The list may be appended to this form.

7. Name any other special issue(s) on the same subject published within the past 5 years.
Please include (if known) the name and the year:

8. Are papers based on a symposium or conference? Yes No
If yes, give name, date, place, organizational sponsor, and names of conveners. Special section proposals for conferences will not be considered until the conference has occurred.

9. Have the papers or major parts of them been published previously, or are they under consideration by other publishers? Yes No
If yes, where:

10. Will there be a separate reprint volume or CD containing all articles in the section? (Cost of a reprint volume or CD is borne by the requester, not by AGU or its publishing partner. A cost estimate will be prepared for this product.) Yes No

PROPOSED TIME SCHEDULE

Note that these dates are critical to ensure that all articles are published in a timely manner. **Special sections are typically open with a Call for Papers of a maximum of three or four months.**

_____ Date first manuscript will be submitted for peer review and the special section Call for Papers is open.

_____ Date last manuscript will be submitted for peer review and the special section Call for Papers is closed.

When submissions are closed in GEMS the following key questions must be answered:

- Is special section still viable as a collection?
- Are there enough manuscripts in review, or should submission closed date be extended? (Special sections need at least four papers to be a viable collection.)

_____ Proposer	_____	Date
_____ Journal Editor	_____	Date
_____ Assistant Director	_____	Date