

## ***Metrologia*: procedure for special issues**

Note: E denotes action by Editor, S by *Metrologia* office secretary.

### **1.1 Organization of Special Issue**

- 1.1.1 Topic for special issue decided and names of experts to be invited as organizers discussed in consultation with Director of BIPM. Input invited also from members of the Editorial Board. (E)
- 1.1.2 Organizers for the special issue contacted and invited to participate. (E)
- 1.1.3 Issue number and page limits set in consultation with Institute of Physics Publishing (IOPP). This information and deadline dates communicated to organizers. (E)
- 1.1.4 All correspondence kept on file at *Metrologia* office. (S)

### **1.2 Instructions sent to organizers. (E)**

The responsibilities of the organizers are to:

- (a) decide list of topics;
- (b) invite contributing authors;
- (c) instruct authors on the length allowed for their article, bearing in mind 1.1.3;
- (d) advise authors to submit articles directly to *Metrologia* by deadline date;
- (e) assign referees (preferably two per article) and send list to *Metrologia* office;
- (f) send copies of all correspondence to *Metrologia* office.

### **1.3 Acceptance procedure as in METR-P-01.**