

## **RULES FOR SUBMISSION OF PROPOSALS FOR SPECIAL AND THEMATIC NUMBERS**

The TMQ Journal encourages the scientific community in general to submit proposals for special and thematic issues, for which proponents can be Guest Editors.

The proposal (via congress, project or group of researchers) for evaluation and eventual publication in the TMQ Journal must meet the requirements and follow the steps below.

1. The proponent(s) submit(s) via email to the Editors:

a) A summary of the topic and the justification for its eventual publication;

b) Indication of the proposed articles, specifying, for each one:

- Authors
- Title
- Summary
- Suggestion of 2 suitable reviewers.

2. The Editors evaluate the proposal and communicate their decision (of acceptance or not) to the proposers.

3. In case of acceptance:

a) Each manuscript is submitted to the journal with the indication that it is intended for the special thematic issue. The author is committed to its originality and to the expected accuracy, not being able, for example, to have previously published the text, nor to have submitted it to another journal or conference;

b) Alternatively, they can submit to the Guest Editor(s).

c) Manuscripts follow the normal TMQ review process, with double-blind evaluation by at least two reviewers, the Editors being responsible for identifying and contacting one of the reviewers. The other reviewer can be chosen from among the Guest Editor(s).

d) For the edition of the special and thematic issue, the Guest Editors may, in addition to a framing article, alternatively write an introduction, of up to 5 pages, and write the Editorial.

### **Important note:**

By accepting the submission of a special thematic issue, TMQ does not commit to the publication of any of the articles specifically intended for it. In accordance with the procedures assumed by TMQ, the acceptance

decision will depend on the outcome of the double-blind review process. Furthermore, any submission whose authorship involves a member of the TMQ editorial team (Permanent Editors and Guest Editors) will not be accepted.

Editors can only participate in special issues related to commemorative dates (e.g. 10 years, 20 years, among others).

The code of ethics by which the activities of all TMQ agents (editors, authors and reviewers) are governed is available in the Code of Ethical Conduct of the Publication Ethics Committee (COPE): <http://publicationethics.org/resources/code-conduct>