

Conditions for Special Issue Submissions (*IJONE*)

1. Event/Theme-Based Manuscripts:

The special issue will focus on manuscripts related to specific events, conferences, or thematic areas relevant to the field of nursing education. Submissions must pertain to recent advances, case studies, or innovations discussed at these events or align with the broader theme.

2. Thematic Focus Areas:

Manuscripts that align with designated themes within nursing education, such as evidence-based practice, patient safety, simulation-based training, geriatric care, or advanced clinical education techniques, are highly encouraged. The issue will cater to both research-based and clinical perspectives, emphasizing evidence-based approaches and multidisciplinary collaboration.

The editorial board will select an editorial team at their discretion to oversee the special issue, ensuring the highest standards of quality and relevance to the theme.

Editorial Procedure for Special Issues (*IJONE*)

Stage 1 - Initial Proposal and Manuscript Selection

When submitting proposals for special issues, Editors must ensure that the proposal aligns with the aims, scope, and key areas of the journal.

The Special Issue Proposal should include:

1. Journal Name: (*IJONE*)
2. Special Issue Title
3. Details of Guest Editors: Names, qualifications, affiliations, and contact information.
4. Submission Deadline
5. Issue Release Deadline
6. List of Potential Authors: Names, qualifications, affiliations, and topics they will address.
7. Overview of the Proposed Special Issue

Once approved, Guest Editors may formally invite authors to contribute their manuscripts. The *IJONE* editorial office can assist with contacting and inviting authors.

Stage 2 - Peer Review and Revision Process

All manuscripts submitted to a Special Issue must undergo a rigorous double-blind peer review process to ensure impartiality and quality.

1. Role of Guest Editors:
 - Assign appropriate reviewers based on expertise.
 - Oversee the entire peer review process and ensure that reviews are constructive and fair.

- Resolve conflicts in reviewer feedback, if necessary, by consulting an additional reviewer or the Editorial Board.
2. Reviewer Guidelines:
 - A minimum of two independent reviewers should evaluate each manuscript.
 - Reviewers assess manuscripts based on relevance, originality, methodology, ethical compliance, and overall contribution to the field of nursing education.
 - If there is a significant divergence in reviewer opinions, a third opinion may be sought.
 3. Editorial Decisions: Based on reviewer feedback and the authors' revisions, Guest Editors may recommend:
 - Acceptance without modification.
 - Minor or major revisions.
 - Rejection of the manuscript.
 4. Conflict of Interest: Guest Editors must disclose any potential conflicts of interest to ensure objectivity in decision-making.

Plagiarism Detection and Handling

Maintaining ethical standards is a top priority for *IJONE*. Manuscripts are screened for plagiarism using paid industry-standard tools (Similarity Check or iThenticate).

1. Initial Screening:
 - All manuscripts are checked for plagiarism before being sent for peer review.
 - Manuscripts exceeding the acceptable similarity threshold (e.g., 15%) will either be sent back for revision or rejected outright.
2. Addressing Plagiarism During Review:
 - If plagiarism is detected during the review process, Guest Editors must notify the authors and provide evidence.
 - Authors may be given an opportunity to correct minor overlap. Submissions with significant or deliberate plagiarism will be rejected.
3. Reporting Serious Cases: Cases of severe plagiarism may be escalated to the Editor-in-Chief or Editorial Board, with potential sanctions imposed on the authors.

Stage 3 - Final Decision-Making

While Guest Editors are given decision-making authority, all decisions must align with *IJONE*'s established guidelines, including ethical and editorial policies. The Editor-in-Chief may intervene if necessary to ensure the integrity of the process

Additional Responsibilities of Special Issue Editors/Guest Editors

As a Special Issue Editor or Guest Editor, you are required to provide the following details to the editorial office:

- Submit at least one manuscript for the special issue.
 - Provide a list of potential authors or, if not available, create a blueprint for the issue and share it with the editorial office.
 - Aim to release the special issue with a minimum of ten articles.
 - Assume responsibility for the entire peer-review process. If expert reviewers are difficult to find, the editorial office can assist.
 - Inform the editorial office within 24 hours of any changes to your job location or contact information to keep the database updated.
 - Finalize submission and release deadlines for the special issue with the editorial office's approval. Once set, deadlines cannot be altered, and work must be completed on schedule.
 - Plan the release of the special issue within a maximum timeline of 6 months.
 - Promote your special issue among colleagues and potential future guest editors.
 - Perform rigorous cross-checking of all manuscripts to ensure high-quality publications.
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Benefits to Special Issue Editors/Guest Editors

- Publish one article free of publication fees if funding resources are unavailable. *IJONE* may offer discounts on future publications.
 - Successful completion of a Special Issue can lead to membership in the editorial board.
 - The Lead Guest Editor will have the flexibility to personalize their space on the *IJONE* website.
 - If the Special Issue publishes more than 10 papers, it may be printed as a book, with each Guest Editor receiving a free hardcopy and a discount on additional copies.
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Guest Editor Responsibilities and Ethics (*IJONE*)

Key responsibilities include:

- **Manuscript Review and Selection:** Oversee the peer review process, ensuring compliance with the journal's usual review standards.
- **Content Relevance and Quality:** Ensure all published content aligns with the Special Issue's scope and maintains high ethical and research standards.
- **Ethical Standards:** Maintain confidentiality regarding manuscript submissions and adhere to *IJONE's* editorial policies, including COPE guidelines on ethics in publishing.

- Citation Practices: Avoid encouraging authors to include citations solely to boost visibility of their own work or the journal.
 - Editor's Submission: Guest Editor submissions will be managed by an Editorial Board member to maintain impartiality.
 - Conflict of Interest: Declare and update any potential conflicts of interest.
 - Confidentiality and Data Protection: Protect the confidentiality of all Special Issue-related information.
 - Promotion of the Special Issue: Promote the issue through academic events, social media, and other platforms.
 - Manuscript Integrity: Ensure the integrity of published content, including plagiarism checks.
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Promoting the Special Issue

Effective strategies include:

- Adding the title and URL of the Special Issue to your email signature.
- Sharing the Special Issue on social media platforms like Twitter, LinkedIn, and ResearchGate.
- Announcing the Special Issue at academic events or including it in conference presentations.