



GUIDELINES FOR GUEST EDITORS

What is a GUEST EDITOR?

A guest editor is a distinguished scientist who, with permission and in collaboration with the editor-in-chief of the South African Journal of Science and Technology (SATNT), temporarily takes over the editorial duties of a special edition of the SATNT.

Where does the GUEST EDITOR start with the process?

The guest editor initially chooses an interdisciplinary theme with which he/she is well acquainted (for example energy, transport, artificial intelligence etc.) and identifies possible authors who can submit theme-related manuscripts for the special issue of the SATNT. The theme may be interdisciplinary (authors from different subject areas) or subject-specific. The guest editor provides the following information to the editor-in-chief (satnt@akademie.co.za) within two months:

- the theme of the special edition;
- a list of intended article titles and authors; and
- a due date by which all contributions will be submitted to the SATNT.

What are the responsibilities of the GUEST EDITOR?

The GUEST EDITOR undertakes to take responsibility for the following:

- to ensure that all submitted manuscripts meet the necessary standards and requirements set by the SATNT (*Instructions to Authors*);
- To identify reviewers (Afrikaans or English) for the respective manuscripts (preferably two reviewers per manuscript);
- To address preliminary correspondence with the reviewers as an intermediary and in collaboration with the SATNT;
- To share the reviewers' general feedback with the authors and to ensure that suggestions and criticisms are addressed;
- To make a decision on the suitability of a reviewed manuscript to be accepted for publication before it is finally submitted to the SATNT for final selection;
- To assist with the technical language editing of the Afrikaans translation if the manuscript was submitted in English; and
- To agree with the editor-in-chief how the final copies of accepted manuscripts will be submitted to the SATNT (for example directly by the authors to the editor-in-chief or via the GUEST EDITOR to the editor-in-chief).