

# Roles and Responsibilities of Guest Editors for the Int. Journal of AI & Knowledge Engineering (IJAIKE)



## The Role & Responsibilities:

Guest editors play a crucial professional role in upholding the quality and accuracy of the technical content published in the International Journal of Artificial Intelligence and Knowledge Engineering (IJAIKE). Their expertise and leadership ensure that the special issue maintains the highest standards of academic integrity and rigor. These are some of the editorial tasks that guest editors normally do in consultations with the Editor-in-Chief.

1. **Advertising the Call for Papers (CFP):** Guest Editors are responsible for disseminating the CFP for the special issue. This includes specifying the earliest time for submissions and the final deadline.
2. **Managing Manuscript Submissions:** All submissions for the special issue will go through the standard web-based Manuscript Submission Process. The Guest-Editors will ensure that each paper identifies the Title or Name of the special issue.
3. **Coordinating Paper Handling:** Guest Editors will oversee the allocation of submitted papers to themselves and their fellow Guest Co-editors, ensuring a balanced and efficient review process.
4. **Overseeing the Review Process:** The Guest Editors are responsible for selecting appropriate reviewers and making initial acceptance or rejection decisions. The review process will adhere to JAIKE's standard manuscript submission process and review policies.
5. **Writing an Editorial:** Once all papers for the special issue are accepted, the Guest Editors will draft an editorial to introduce the issue.
6. **Creating a Table of Contents:** Guest Editors will organize the accepted papers into a coherent order, creating a table of contents for the special issue.

7. **Coordinating Production:** The final task of the Guest-Editors is to ensure that the special issue goes into production and is published online as soon as it is ready.

## Benefits to Guest-Editors

- ❖ **Professional Recognition:** Serving as a Guest Editor enhances one's academic profile and provides recognition within the research community.
- ❖ **Networking Opportunities:** Guest-Editors have the chance to connect with leading researchers and experts in their field, expanding their professional network.
- ❖ **Academic Contribution:** Contributing to the editorial process of a special issue allows Guest Editors to influence the direction of research in their area of expertise.
- ❖ **Publication Opportunities:** Guest editors often have the opportunity to publish their work within the special issue, further establishing their presence in the field.
- ❖ **Skill Development:** The role of Guest-Editor provides valuable experience in manuscript handling, peer review processes, and editorial decision-making, enhancing their overall academic skill set.

By overseeing the review process and coordinating the contributions of various authors, guest editors are instrumental in shaping the direction of research and ensuring that the published works contribute valuable knowledge to the field.

## Contact Information:

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