

Guidelines for the Publication of Special Issues for DLSUPH Journals

Academic journals oftentimes release special issues, such as thematic and supplementary issues, that are above the regular publication frequency. A thematic issue is a collection of articles united by a common theme whereas a supplementary issue is composed of regular articles published with the intention of reducing publication backlogs. This document aims to streamline and standardize the publication of special issues published by DLSUPH Journals.

1. Thematic Issues

- 1.1 Request for the publication of thematic issues must be formally requested to the DLSUPH at least three months from the projected publication date.
- 1.2 Thematic issues must contain at least 8 peer-reviewed articles, united by a theme or topic considered to be timely and relevant.
- 1.3 The editor-in-chief will be responsible for managing thematic issue. It is also possible to invite a guest editor to manage the thematic issue. The guest editor may or may not be from DLSU. The editor of the thematic issue will be responsible for: writing an editorial explaining the rationale for the publication of the thematic issue, soliciting manuscripts, and facilitating peer-review.
- 1.4 The editor-in-chief / guest editor from DLSU will receive a 3 – unit deloading. An external guest editor will not receive remuneration.
- 1.5 DLSUPH will shoulder the costs incurred for the publication of one thematic issue per volume, which will cover copy-editing, layouting, and printing. Succeeding thematic issues will be funded by external sources to be processed by the journal editor.

2. Supplementary Issues

- 2.1 Request for the publication of supplementary issues must be formally requested to the DLSUPH at least three months from the projected publication date.
- 2.2 Supplemental issues must contain at least 10 peer-reviewed articles.
- 2.3 The editor-in-chief will be responsible for managing the supplemental issue, in a similar manner with the regular issues of the journal.
- 2.4 The editor-in-chief will receive a 3 – unit deloading for the successful publication of the supplemental issue.
- 2.5. Only one supplemental issue per volume will be published.