

Quantum Information & Computation — Guest Editor Guide

Guest Editor Guidelines

This guide outlines the responsibilities of Guest Editors in managing Special Issues and explains the editorial procedures followed by *Quantum Information & Computation*. Our goal is to maintain high editorial standards while ensuring a smooth and efficient publication process.

Role of the Guest Editor

Guest Editors are responsible for creating the content of the Special Issue, while our in-house editorial team provides administrative support. Guest Editors are expected to oversee the peer review process and uphold ethical standards.

Ethical Standards and Responsibilities

1. **Content Alignment:** Guest Editors must ensure that all published content aligns with the scope and thematic focus of the Special Issue and the journal.
2. **Citation Practices:** Guest Editors must not request authors to add citations to their own work, the journal, or any associated publications solely to increase citation counts. References should be relevant and contribute to the scholarly value of the manuscript.
3. **Conflict of Interest:** Guest Editors must disclose any conflicts of interest prior to appointment and throughout the editorial process. In cases of potential bias, an alternate Editor will be assigned to maintain the integrity of the review process.
4. **Editor Submissions:** While Guest Editors may contribute to the Special Issue, their submissions should be limited to maintain diversity in authorship. Any submission from a Guest Editor will be handled by a member of the Editorial Board to ensure impartiality. Guest Editors cannot contribute more than 25% of the articles in the entire special issue.
5. **Confidentiality:** Submissions to Special Issues undergo a double-blind peer-review process.

Guest Editor Duties

1. Defining the Special Issue's title, scope, and keywords to attract potential contributors.
2. Identifying and inviting researchers to contribute to the Special Issue.
3. Overseeing the peer review process, including pre-screening submissions and making editorial decisions.
4. Promoting the Special Issue at conferences, on social media, and through other academic

networks.

A successful Special Issue typically consists of 10 or more high-quality research articles. While Guest Editors may collaborate with early-career researchers, the final editorial decisions must be made by the Guest Editor themselves.

Editorial Workflow for Special Issues

Submissions to Special Issues undergo a double-blind peer-review process. Guest Editors can take the following actions on a manuscript: accept, reject, request revisions, or invite additional reviewers. Editorial decisions should be based on the following criteria:

Preliminary Review:

1. Relevance of the manuscript to the journal and Special Issue's scope.
2. Compliance with ethical research standards.
3. Scientific rigor and quality for further peer review.

Decision-Making:

1. Appropriateness of selected reviewers.
2. Quality and adequacy of reviewer feedback and author responses.
3. Overall scientific contribution and originality.

If plagiarism is suspected, the manuscript will be checked using industry-standard plagiarism detection software. Guest Editors' decisions are informed by peer reviewer reports, but the final decision may involve the Editor-in-Chief or other Editorial Board Members to ensure fairness and quality control.

In cases of conflict of interest, unresponsiveness, or disagreement with peer review outcomes, the in-house editorial team will consult another Editorial Board Member or the Editor-in-Chief for a final decision. Any manuscripts submitted by Guest Editors will be independently managed by the Editorial Board to maintain objectivity.

We value the contributions of our Guest Editors and are committed to working together to ensure the success and academic integrity of every Special Issue.