

Guidelines for Associate Editors

The Associate Editors, all recognized scientists with extensive experience and publication records in their fields of expertise, have volunteered their efforts for the benefit of CASJ. The Associate Editors perform the following main functions:

- Assist the efforts of the Editor on enhancing the quality and readership of the Canadian Aeronautics and Space Journal.
- Promote the concept of publishing in the CASJ.
- Solicit high quality manuscripts regarding technical advances in the society/section's area of interest.
- Assist the Editor in finding qualified reviewers for the manuscripts to be published and in holding the reviewers to an effective turn around schedule.
- Work with the Editor in considerations of Journal format, special issues, invited manuscripts and other such ideas.
- Provide the Editor with critical feedback regarding the Journal and ideas for further improvement.
- Provide input regarding the selection of the F.W. (Casey) Baldwin Award for the best published paper in the CASJ each year.

Guidelines for Guest Editors

A Guest Editor leads a Special Collection initiative by invitation or proposal. All Special Collection projects are subject to approval by the Editorial Board. Special Collections could be published as a dedicated Special Issue or as a Special Section within an issue. Content may be derived from CASI symposia, workshops or symposia of appropriate subject matter, or collected thematic papers in an individual's area of expertise. In order to maintain reader interest and scientific impact, Special Collections should maintain a rapid publication schedule, with a goal of one year between initial announcement and publication.

Guest Editors are usually responsible for all aspects of the review process for their particular Special Collection initiative, including the solicitation of manuscripts, the selection of reviewers, communications with reviewers and authors, publication decisions, and maintenance of the publication schedule. These functions can be carried out in collaboration with other members of the Editorial Board and CASI Headquarters staff. Adequate records must be kept to justify the process and decisions taken. The reviews will be based upon the CASJ Manuscript Review Form.

In addition to overseeing the peer-review process, Guest Editors should prepare a directed call for papers as well as the preface for their Special Collection. They should also usually select a cover figure and provide an appropriate caption. For scheduling purposes, Guest Editors should maintain regular communication with the Editor in order to provide up-to-date schedule and content information. This facilitates planning and maintenance of the publication cycle.

Guidelines for Reviewers

The CASJ peer review process is anonymous unless otherwise requested by the reviewer. Reviewers are selected according to their expertise in the field of the submitted paper and, as much as possible, on their past performance in providing a timely and serious review. Their task is twofold: to determine whether the paper under review has any serious technical or theoretical flaws, and then to judge its originality in terms of research risk. This is facilitated through completion of the CASJ Manuscript Review Form and by providing detailed constructive comments for the author's benefit and to improve the paper. It should be noted that a detailed review of grammar and style is not essential since a qualified technical editor edits all accepted

manuscripts.

The desired time frame to complete a review is four weeks after receipt of the review package. Reviewers are always contacted in advance via e-mail to ensure that the topic is relevant to their field of expertise and that the required timeframe can be met. They should immediately contact the Editor if they find that they will be unable to meet the deadline date. Whenever possible, we request that reviews be returned via e-mail or fax.

The Canadian Aeronautics and Space Institute and the CASJ Editorial Board are greatly indebted to those individuals who spend the time and effort to provide a conscientious review. This is a significant task that goes largely unrewarded and can only be justified given the individual reviewer's dedication to the pursuit of scientific quality. As an acknowledgement, we list the reviewers' names annually in the final issue of each Volume.