

Special Issue Guidelines for *GCEJ*

Table of Contents

1. Overview.....	2
2. Basic Policy of Special Issue.....	2
3. Aims and Scope of Special Issue.....	2
4. Special Issue Proposal	3
5. Responsibilities, Ethics, and Benefits of Guest Editor	3
5.1 Responsibilities.....	3
5.2 Ethics.....	4
5.3 Benefits	4
6. How to Promote Special Issue	5
7. Contact Information	6

1. Overview

The *Global Clinical Engineering Journal (GCEJ)* welcomes proposals for Special Issues on topics closely related to the intersection of clinical engineering, healthcare, and innovative technologies. We believe Special Issues can provide a platform for comprehensive and in-depth exploration of emerging topics, innovative research, and notable advances in clinical engineering. In recent years, *GCEJ* has organized several targeted Special Issues, discussing the current state of clinical engineering and COVID-19. Meanwhile, ICEHTMC Proceedings chose the Journal as their unique platform to publish all the excellent results presented during their conferences. In 2024, the Journal introduced an innovative Special Issues format focusing on region-specific and cutting-edge topics. Visualizing the next level in publication as a tool to help us stay on the path to being more impactful, with a wider readership, and the preferred platform for all clinical engineers to share their experiences and knowledge, and publish their best practices, research, and findings. We have organized a new form of Special Issue, aiming to recruit high-quality and region-specific papers, that discuss the state-the-art best practices and research in typical areas, and provide our assistance to help potential authors in need to complete their papers. We always emphasize the publication quality and potential influence of the manuscripts, so for these Special Issues, Guest Editors and the Editor-in-Chief will strictly select the most suitable papers to be published, in order to create the best reading and research experience.

2. Basic Policy of Special Issue

Following the guidance of the Directory of Open Access Journals (DOAJ), the *GCEJ* promises that all the Special Issues will strictly adhere to the listed criteria:

- The Editor-in-Chief is responsible for the content of the entire journal, including all Special Issues, which must fall within the scope of *GCEJ*;
- Special Issue manuscripts should have the same editorial process as regular submissions, including external peer review. All processing details are recorded in the system;
- *GCEJ* guarantees that all Guest Editors' credentials are checked and approved;
- The Editor-in-Chief or Editorial Board Members oversee the Guest Editors and all the submissions in Special Issues;
- Manuscripts submitted to a Special Issue by the Guest Editor(s) are handled under an independent double-blind peer-review process. The Editor-in-Chief checks the quality of such submissions and makes his final decision only according to overall quality. The percentage of Guest Editor(s) papers should not exceed 25% of the Special Issue's total publication count.

3. Aims and Scope of Special Issue

All Special Issues in *GCEJ* must focus on a specific theme or emerging topic that is closely related to clinical engineering. The theme must align with the scope of the journal, which covers the

intersection of technology, engineering, and informatics related to health, wellness, disease management, patient-care outcomes, etc.

Special Issues are encouraged to present cutting-edge Research Articles, Reviews, Engineering Reports, Case Reports, Case Studies, Book Reviews, Best Practices, and other important types that contribute to the advancement of clinical engineering and technologies, combine interdisciplinary approaches, and offer solutions to contemporary challenges.

4. Special Issue Proposal

Guest Editors who are interested in setting up Special Issues with *GCEJ* are encouraged to provide a comprehensive proposal that outlines its theme, scope, and objectives. Proposals should include the following:

1. **Title of the Special Issue:** The title should not be too long, and should closely concentrate on the topics related to clinical engineering;
2. **Overview of the Topic:** A brief description of the theme, including its relevance to current research trends in clinical engineering and its potential impact on the field. Guest Editor(s) should also explain the significance of the Special Issue, why its topic is cutting-edge, and how it will contribute to the entire community;
3. **Guest Editor(s) Information:** Names, institutional affiliations, official emails, research interests, official homepages, and brief bios of the proposed Guest Editor(s) should be listed;
4. **Proposed Timeline:** Guest Editor(s) should propose a timeline for the submission, review, and publication process.

Proposals can be submitted to the *GCEJ* Editorial Office at yadin@globalCE.org or office@gcejjournal.com. Proposals will be evaluated by the Editor-in-Chief for relevance, quality, and feasibility.

5. Responsibilities, Ethics, and Benefits of Guest Editor

Guest Editor(s) play a crucial role in curating and managing the Special Issue.

5.1 Responsibilities

1. **Recruiting Contributors:** Encouraging researchers in the relevant field to submit high-quality contributions, aiming for a diverse and comprehensive collection of submissions for the Special Issue;
2. **Managing the Peer Review Process:** Coordinating the peer review process, including selecting appropriate reviewers and ensuring timely and fair reviews of all submissions. Guest Editor(s) shouldn't get involved in the peer review of his/her manuscript;

3. **Providing Editorial Support:** Providing guidance to authors throughout the revision process and ensuring that accepted papers comply with the submission guidelines of the Journal;
4. **Writing Editorial Introduction:** We encourage Guest Editors to draft an Editorial that explains the significance of the topic, the aims and scope, and highlights key contributions, or write a summary paper to conclude a successful Special Issue;
5. **Ensuring Timely Publication:** Collaborating closely with the Editorial Office to guarantee timely publication of the Special Issue.

5.2 Ethics

1. **Impartiality and Integrity:** Guest Editors are required to carry out their responsibilities with impartiality, ensuring that all manuscripts undergo a fair and unbiased peer review process. Any conflicts of interest must be disclosed, and editors should abstain from overseeing submissions involving authors with whom they have a personal relationship.
2. **Confidentiality:** Guest Editors are required to maintain confidentiality throughout the editorial process. All submissions must be treated as confidential until they are formally published.
3. **Ethical Supervision:** Guest Editors are responsible for upholding stringent ethical standards in the Special Issue, especially concerning misconduct issues such as plagiarism, data fabrication, and obtaining ethical approval for research involving human or animal subjects.
4. **Respect for Diversity:** Guest Editors should ensure that the special issue encompasses a wide range of perspectives, research methodologies, and contributor diversities, while also fostering inclusivity within the community.
5. **Conflicts of Interest:** Guest Editors must disclose any potential conflicts of interest (COI) that may arise during the editorial process. A conflict of interest may include but is not limited to, personal relationships with authors, financial interests, or professional affiliations that may compromise impartiality. If Guest Editors have conflicts of interest with a submission, they should recuse themselves from overseeing that submission, and alternative arrangements should be made to ensure an unbiased review process. Guest Editors are expected to ensure transparency in these matters and prioritize the integrity of the peer review process.

5.3 Benefits

1. **Professional Recognition:** Serving as a Guest Editor presents a valuable chance to bolster one's professional reputation and showcase leadership within the realm of the academic circle. It offers acknowledgment as a pioneer in burgeoning research domains.
2. **Networking Opportunities:** Guest Editors have the opportunity to network with top researchers, institutions, and organizations in the field of clinical engineering, which can foster future collaborations and research partnerships, and enhance interdisciplinary exchanges.

3. **Career Development:** Engaging in such a role can open doors for career growth among young scholars and researchers. It may result in invitations to present at conferences, participate in additional special issues, and collaborate on expansive research projects.
4. **Impact and Visibility:** Guest Editors play a pivotal role in producing influential and top-notch content that propels the progress of clinical engineering. In their capacity as Special Issue Editors, they sculpt the direction of the issue and exert influence on the research terrain within the field.
5. **Access to Cutting-Edge Research:** Guest Editors are at the forefront of evaluating and endorsing cutting-edge research within their specialized domain, presenting an exhilarating chance to remain abreast of the latest advancements.

6. How to Promote Special Issue

An integral aspect of guaranteeing the success and broad impact of a Special Issue is promoting it effectively. Guest Editors are encouraged to actively promote the Special Issue within their networks and across diverse platforms. Here are some strategies for promoting a Special Issue:

1. **Social Media Outreach:** Use social media platforms such as Twitter, LinkedIn, Facebook, etc., to share updates about the Special Issue. We suggest Guest Editors use relevant hashtags (e.g., #Clinical Engineering #Health Technology #Health Informatics) and encourage contributing authors to share their work.
2. **Email Campaigns:** Send out targeted email invitations to potential authors, collaborators, and research communities. Consider collaborating with relevant professional and reputable organizations to send promotional emails to their members.
3. **Conference Presentations:** Present the Special Issue and its themes during pertinent conferences, webinars, and workshops. Guest Editors can host sessions or discussions around the topic to generate interest and increase submissions.
4. **Collaborations with Institutions:** Reach out to universities, research institutions, and professional organizations to promote the Special Issue. Collaborating with academic societies and healthcare entities can facilitate soliciting top-notch contributions and enhancing visibility.
5. **Press Releases and Media Outreach:** Collaborate with the Editorial Team of the Journal to distribute press releases or editorial papers announcing the launch of the Special Issue. Media outreach can draw interest from a broader audience, encompassing policymakers, healthcare professionals, and industry influencers.
6. **Targeted Academic Networks:** Utilize academic platforms like ResearchGate, Academia.edu, or Google Scholar to disseminate details about the Special Issue. Guest

Editors can further encourage authors to post their published papers on these channels for wider visibility.

7. **Engage with Influencers:** Collaborate with influencers or thought leaders in the field of clinical engineering and health technology. Inviting them to write blog posts, share social media updates, or participate in webinars can effectively boost the visibility of the Special Issue.

Through the implementation of these strategies, Guest Editors can effectively amplify the influence of the Special Issue and guarantee its outreach to a worldwide audience. This approach nurtures heightened involvement and interest in the realm of clinical engineering.

7. Contact Information

For questions or more details regarding the special issue submission process, please contact the editorial office at yadin@globalCE.org or office@gcejournal.com.