

Methods of Information in Medicine

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Instructions to Guest Editors of Articles in Focus Themes of Methods of Information in Medicine

Methods of Information in Medicine is stressing, for more than 50 years, the methodology and scientific fundamentals of organizing, representing and analysing data, information and knowledge in biomedicine and health care. From time to time, the journal publishes articles on particular focused themes as part of a journal's issue. Such Focus Themes (formerly called Special Topics) are often organized by Guest Editors. Individuals who are interested in proposing Focus Themes and in serving as Guest Editors should send a letter of request to the Editor-in-Chief of *Methods* at ed@MethodsInfMed.org.

Responsibilities for Guest Editors

Guest Editors are responsible for ensuring that all papers included in a Focus Theme are of the highest quality. Sometimes Focus Themes result from conferences or workshops convened for in-depth discussion of particular topics. In most cases, not all papers presented at such a conference or workshop will be suitable for subsequent publication in *Methods*. Guest Editors are asked to use a rigorous process in selecting those papers that will be considered for publication as part of a Focus Theme. Often the selected papers will need further revision by the authors in order to be suitable for journal publication. Once a set of papers has been selected for possible publication in a journal's issue, Guest Editors should adhere to the review process given below.

Review Process for Focus Themes

All papers being considered for publication in a Focus Theme must be reviewed by at least three reviewers. At least one reviewer should be from the current Editorial Board of *Methods*. Hints for authors and reviewers about the review process can be found in the "Instructions to Authors". The list of current board members and the instructions to authors are available at <http://www.methods-online.com>.

Guest Editors should strive to have a timely review process, so that the papers of a Focus Theme can be published as soon as possible after submission by the authors. In general, no more than six months should pass from the time the authors have submitted their completed papers to the time the papers have been fully reviewed and accepted.

In order to support the Guest Editors of a Focus Theme, either the Editor-in-Chief or an Associate Editor will be assigned as corresponding member from the journals Core Editorial Team. Guest Editors will make a proposal for the final decision about which papers will be included in a Focus Theme.

Guest Editors are asked to prepare an editorial to accompany the Focus Theme. The editorial should clearly state the importance of the Focus Theme and should set the context for the selected papers in the issue.

Submission of Manuscripts for Focus Themes

All submissions to a Focus Theme must be entered online at the URL:

<http://mc.manuscriptcentral.com/methods>. Focus Theme authors should select "Original Article for a Focus Theme" as manuscript type and should mention in their cover letter to which Focus Theme they want to submit their manuscript. All papers must adhere to the *Methods* format and style requirements as they are outlined in the "Instructions to Authors".

Page Limits

The submission rate to *Methods* continues to be high, and yet the space available is limited. Focus Themes therefore should be limited to a maximum of 40 pages in print.

All correspondence to: ed@MethodsInfMed.org

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Methods of Information in Medicine can be accessed online under www.methods-online.com