



Special manuscript handling

Special manuscripts are publications which are not covered by the manuscript types of a journal. Besides the standard paper types (e.g. research article, review article, or technical note), the manuscript types also include communications (e.g. ANGIO communicates) or opinion papers (e.g. HESS) which are treated like any other standard paper type. But manuscripts outside of the MS types require a special handling which is described in the next sections:

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An editorial note can be written either by the chief editors or by the handling editor of a paper. An editorial note is always **connected to an individual published paper**. It is used to provide the editor's perspective which readers should access before they access the paper itself. It is used for fraud papers and for retracted papers (both formally withdrawn), and also for papers where editors want to comment outside of the interactive discussion (IJ only) and outside of the classical commentaries and replies which are MS types and published as normal articles.

Handling

- **Editors** send the manuscript of their editorial note as LaTeX or Word file to editorial@copernicus.org.
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- The paper is published alongside an article.
- In case of fraud or retracted papers, the editorial note will not only be listed below the PDF/XML download icons of the corresponding paper but the reader will also be alerted once s/he opens the PDF of the corresponding paper. In addition, a note is set at the end of the abstract.
- The publication of an editorial note is **free of charges**.

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- **Authors** send the manuscript of their corrigendum as LaTeX or Word file to editorial@copernicus.org. Copernicus' Editorial Support then contacts the handling editor asking for approval.
- The paper receives image processing, typesetting, and copy-editing.
- The paper is published as full-text PDF without subsequent pagination. A DOI is registered. The DOI follows the DOI of the corresponding paper: 10.5194/acp-5-1234-2015-corrigendum.
- The paper does not receive an article HTML page (with full-text HTML) and no XML.
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An editorial is written by the chief editors of the journal and is **connected to the journal itself or to a specific volume/issue** but not to an individual paper. An editorial contains fundamental statements or information to the journal, its policy, its strategy, or to basic guidelines like data or software code publication and citation.

Handling

- Normally without peer review
- **Chief editors** send the manuscript of their editorial as LaTeX or Word file to editorial@copernicus.org.
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 - The paper receives image processing, typesetting, and copy-editing.
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 - The costs are covered by the **free pages budget** of the journal.
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 - The paper only receives typesetting.
 - The paper is published as full-text PDF without subsequent pagination. A DOI is registered.

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- The paper does not receive an article HTML page (with full-text HTML) and no XML.
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Prefaces/postfaces/introductory papers are written by editors or guest editors and belong normally to **special issues, in rare cases also to volumes/issues**. The work flow offers three options that can be chosen by chief editors. Thereby, chief editors decide about the services applied, about the bibliographic appearances of the paper, and whether the costs are covered by the free pages budget or by the authors of the paper.

Handling

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 - The paper is published as full-text XML, HTML, and PDF.
 - The paper is subsequently paginated and appears in the regular issue TOC (if applicable).

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- In addition, the paper is linked in the respective volume/issue/special issue and positioned above all other papers and the **link name can be defined individually**.
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 - The paper is published as full-text PDF without subsequent pagination. A DOI is registered.
 - The paper does not receive an article HTML page (with full-text HTML) and no XML.
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