

## Instructions for submitting proposals for dossiers

1. Proposals from guest editors should consider that a dossier may have from 5 to 9 articles, as well as materials for the "Sources," "Images," or "Interview" sections of the journal.
2. As stated in the instructions for authors, the articles and materials submitted for a dossier must be original in any language, but may come from a preprint server. If any author wishes to use an article in *História, Ciências, Saúde – Manguinhos* (HCSM) after publication, he or she should mention that the work was originally published in HCSM.
3. Proposals should be sent to the science editor by email, and include the following information:
  - Working title and justification for the dossier (one paragraph).
  - Names of the proponents of the dossier, with institutional affiliations and three most recent publications (for registration in our database).
  - Working title of the articles and their abstracts (one paragraph).
  - Timeline for the editorial process for that issue or dossier, with special attention to the approximate date that the full version of all articles will be submitted via online system.
4. Each invited author must submit his/her manuscript via the online submission system of the journal.
5. Articles that are not submitted within the established deadline will not be included in the dossier. If it does not have the minimum number of articles required on the proposed deadline, the call for articles will be re-released, along with a new proposed timeline for the editors.
6. The science editor consults the assistant editors on the viability and importance of dossiers and special issues.
7. The guest editors will be informed of decisions by the science editor based on the reviews. When changes are suggested, the assistant editors may ask the guest editors to assist the authors.
8. The guest editors commit to accepting decisions by the science editor with regard to changes, rejection of articles, and scheduling of publication. It is important that

editors proposing dossiers make it clear to authors that an invitation to be part of these publications does not imply acceptance of submitted manuscripts.

9. After defining the approved articles, the science editor reserve the right to link other submissions to the dossier that he deems related to the topic of discussion.

Updated in February 2023.