

## Special Issues

A Special Issue is a refereed collection of articles on a predetermined theme. The theme typically focuses on an area of inquiry that has not been sufficiently explored in management literature, and that is sufficiently broad to be of interest to *JMS* readers. The editors are particularly keen to support Special Issues that address previously neglected themes, or develop new or distinctive lines of research.

There are specific guidelines for the development of a Special Issue proposal, which you can read below. The team of Guest Editors for a Special Issue will handle all manuscripts from initial submission through the peer review process to the paper's ultimate decision. In order to ensure consistency in the editorial decision-making process at *JMS* when Guest Editors have papers that are nearing acceptance, they will consult the *JMS* Editor assigned to that Special Issue. The *JMS* Editor may provide further comments and input for the development of the manuscript, or approve an acceptance decision.

### Proposing a Special Issue

*JMS* considers proposals for Special Issues once a year; the closing date is 31 March every year. The *JMS* Editors will return a decision on your proposal within one month of receipt.

Your proposal should be no more than five pages (excluding points 5 and 6, and references) and contain:

1. Executive Summary.
2. Justification for why the Special Issue is needed.
3. Explanation of why the issue is particularly suitable for *JMS*.
4. A proposed timeline.
5. Backgrounds of the proposed Guest Editors, including visibility on the topic in question, and editorial experience.
6. A list of scholars who may be interested in submitting or acting as potential reviewers for your special issue.

Given that Special Issues showcase diverse perspectives on a theme, we strongly encourage overall diversity in the Guest Editor teams, including but not limited to gender, ethnicity, geography, and/or career stage.

Should your proposal be accepted, you will be asked to sign an agreement with *JMS* regarding the behaviours expected of Guest Editors.

To submit a Special Issue proposal: [business.ims@durham.ac.uk](mailto:business.ims@durham.ac.uk)

### Editing Your Special Issue

If your proposal is approved, you will receive a decision letter providing feedback on your proposal and you will be assigned a *JMS* Editor. After the approval decision, the *JMS* Editor will join your editorial team to work with you on your Call for Papers and, eventually, on your Introductory piece. The *JMS* Editor will also provide advice on any issues that arise. *JMS* has a policy of involving a second editor when papers have gone through one or two rounds of revision to ensure consistent quality. The *JMS* Editor for the Special Issue will act as the second editor for all papers. Before any papers can be formally accepted, they must be signed off by the *JMS* Editor.

Once the Call has been released and prior to the submission deadline, a meeting will be arranged between the Guest Editors, the assigned *JMS* Editor, and/or members of the Editorial Office. This is intended to allow the opportunity to discuss any potential ideas related to the Special Issue, answer any queries, and to facilitate future communications between all those working on the Special Issue.

It is important to note that Guest Editors are not permitted to publish papers in the Special Issue apart from the introduction, nor may they commission content. One paper may be commissioned, but only with the prior agreement of the *JMS* Editor; anything commissioned without prior discussion and approval from *JMS* will not be published.

Guest Editors are expected to ensure that the work done on the Special Issue reflects *JMS* standards. The submission process will be the same as for regular papers via the *JMS* ScholarOne submission portal. All decision letters must provide high quality feedback, although we recognize that some papers may be so wide of the mark that very little is possible.

It is understood that some papers may require longer to develop than the timing of a Special Issue allows, or that, while showing potential, do not fit within the scope of the Special Issue. Please discuss these cases with your *JMS* Editor, who may invite the author(s) to submit to *JMS* directly.

A Special Issue should aim to be ready for publication within three years of the submission deadline. In order to be published, Special Issues should contain no fewer than five papers including the Introduction; Special Issues that do not reach that minimum may become a Themed Section or be incorporated into a regular issue.

## **Promoting Your Special Issue**

*JMS* will work with Guest Editors to increase the visibility of the Special Issue in the months leading up to the submission deadline and once it has been published.

What *JMS* will do:

1. *JMS* will circulate your Call for Papers to the *JMS* Editorial Board, targeted mailing lists, and relevant AoM mailing lists. It will also advertise your Call on the *JMS* and SAMS websites and other social media platforms. It will re-issue the Call at appropriate intervals.
2. Once the Special Issue is published, announcements will be made to the *JMS* Editorial Board, targeted mailing lists, and relevant AoM mailing lists as well as on the *JMS* and SAMS social media platforms.

What is expected of Guest Editors:

1. We expect that Guest Editors will circulate the Call for Papers within their own personal networks, social media groups, and at any relevant conferences or workshops they may attend.
2. If it has not already been suggested as part of the proposal, consideration should be given to organizing a conference or workshop either to generate submissions or to aid in the development of submitted papers. A symposium or PDW at a well-known conference may also be considered. A budget is available from *JMS* for this purpose, on provision of a detailed plan for the use of the funds. If it is being held at a Guest Editor's institution, it would be expected that the host institution would provide funding/facilities in kind.

3. We expect Guest Editors to identify up to 50 scholars for whom the Special Issue will be particularly relevant, who may serve as potential reviewers, and to whom *JMS* can offer complimentary access to the Special Issue once published.