

Special Issue Editor Protocol

1. All Special Issues must include one JMS Editor on the editorial team.
2. The Special Issue Call must be open to everyone and Guest Editors should circulate the Call within their personal networks, social media groups, and at any relevant conferences or workshops they may attend.
3. Guest Editors are not permitted to commission content for the Special Issue.
4. Guest Editors must conform to the requirements of the editorial process.
 - a. Guest Editors may not publish in their own Special Issue, with the exception of the editors' introduction.
 - b. They must uphold the journal's code of ethics and ensure any conflicts of interest are noted and dealt with as appropriate.
 - c. They must be responsive to other editors, the office staff and journal contributors.
 - d. They must respond to communications within an appropriate timeframe and in a professional and respectful manner.
 - e. They must respect strict confidentiality in the review process, and dealings with contributors.
 - f. They must ensure the high academic standards of the journal are maintained by ensuring that the review process is fair, and as unbiased and timely as possible.
5. All papers for a Special Issue must be approved by the JMS Editor before they can be accepted by the Guest Editors. The JMS office will issue the formal acceptance letter.
6. Special Issues that accept four papers (not including the introduction) or fewer may become a Themed Symposium, or be absorbed into a regular issue.
7. Papers that show potential, but are rejected due to issues of fit may be directed to submit to JMS directly provided the JMS Editor involved with the Special Issue agrees.
8. Papers that are rejected due to lack of quality/contribution may not be redirected or transferred to JMS.
9. Guest Editors are, in relation to the Special Issue, ambassadors for the journal so must ensure that they uphold its quality in all communications with different stakeholders, including authors, reviewers and other members of the management research community.

- a. 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.
10. Guest Editors should consider organizing a conference or workshop either to generate submissions, or, if it is to take place after the submission deadline, to aid in the development of submitted papers. A symposium or PDW at a well-known conference may also be considered.
 - a. Up to £10,000 is available from JMS for this purpose, on provision of a detailed plan for the use of the funds. It would be expected that the host institution would provide funding/facilities in kind.
11. Guest Editors should identify up to 50 scholars for whom the Special Issue will be particularly relevant and to whom JMS can offer complimentary access to the Special Issue once published.