

Guidelines for Special Issues in Business & Society

Special Issues (SI) of *Business & Society* play an important role in achieving the Journal's aims. The co-editors of *Business & Society* actively encourage SI proposals that advance those aims. Given the expanding nature of the business and society field, the Journal will normally publish at least two SIs each year. We will review proposals on March 1st and September 1st.

1. Content

Each SI should meet at least one of the following criteria:

- Advance an under-developed or emerging area of research in the field (either theory- or phenomenon-driven) that has a high potential for theoretical, empirical or practical contribution to the field of business and society;
- Revisit an existing area of widely read research in the field, which is in need of redefinition, reevaluation or redirection;
- Bring high quality research from disciplines outside of management, or from sub-disciplines of management beyond the business and society field, where it has a high potential to enrich conversations in our field and build the Journal's scholarly community.

Preference will be given to SI proposals that, in the editors' view, are likely to: attract high quality submissions; make a significant impact on the field; expand the field of business and society; and which are helmed by a high-quality editorial team.

2. Proposal

Potential guest editors with plans for a SI that meets at least one of these criteria should submit to the Business & Society co-editors a proposal of 1000-2000 words which includes: (i) a basic case for the SI, specifying how the relevant selection criteria will be addressed; (ii) some indication of the likely pool of submitters to the SI; (iii) a list of potential reviewers; (iv) an indicative timeline, including any conferences or developmental workshops associated with the SI; (v) a brief summary of the relevant qualifications of the proposed guest editors.

Proposals should be sent to BASeditors@deakin.edu.au

3. Guest editors

A SI should normally be edited by no less than two and no more than four or five guest editors. A team of guest editors should meet the following criteria:

- Proven track record of publications in the top tier journals of their respective fields
- Proven and published expertise in the relevant area of the SI
- A track record of editing academic publications
- Business & Society also actively encourages editorial teams to reflect diversity in institutions, countries, gender and ethnicity where possible.

4. Process

The role and responsibilities of guest editors are the same as those of associate editors of *Business & Society* (see 'Guidelines for Associate Editors'). Additionally, the following guidelines apply:

- Prospective SI editors are strongly encouraged to consider including developmental stages in the process of the SI beyond the formal review process. This may include, for example, workshops or feedback on proposals prior to the submission deadline or workshops with authors who receive revise and resubmits to the SI. Plans for such activities should be clearly stated in the SI proposal. Such activities are not ordinarily funded by *Business & Society*.
- No more than one reviewer per manuscript may be chosen from the submitters to the SI. All potential conflicts of interests should be taken into consideration by the guest editors.
- Guest editors of the special issue are not permitted to submit manuscripts to the SI.
- Guest editors will write an introduction to the SI, which should not be shorter than 4000 nor longer than 8000 words. Normally, the introduction should go substantially beyond a mere summary of the papers published in the SI, and should map out the topic of the SI and should be written as an academic paper that advances the conversation on the SI theme and meets the scholarly standards of *Business & Society*. The introductory paper will be sent to the *Business & Society* co-editors no less than two months after the acceptance of the papers is completed. The editors will provide developmental feedback in order for the guest editors to refine the paper.

5. Outcome

A special issue normally contains five or six papers, similar to a regular issue of *Business & Society*. However, the review process should not be influenced by this final number. If the number of accepted manuscripts is higher than five, a larger or double- issue may be considered. If the number of quality manuscripts is lower than five, the SI can also be published as a shorter special topic forum in a regular issue of *Business & Society*. SI editors should inform the editors of likely numbers of acceptances during the review process.

6. Role of *Business & Society* co-editors

All SI teams will be allocated one *Business & Society* co-editor as a principal liaison. The role of the co-editor is to provide advice and guidance through the review process and ensure that the accepted manuscripts meet the *Business & Society* standards for publication.

7. Acknowledgement of reviewers

In the introduction to the SI, guest editors should acknowledge and list by name all the reviewers that contributed to the review process of the SI.