

Thank you for completing the Special Issue proposal form.



Completion of the form helps the Journal Editor and Emerald team to properly assess, track, and maximise the impact of your Special Issue.

If you have any questions, please get in touch with the Journal Publisher detailed on the Journal website.

Section 1 – Guest Editor Details	
Guest Editor 1 (lead contact)–the person overseeing the ScholarOne submission process and responsible for meeting issue deadlines. <b>Please tick here to confirm knowledge of the ScholarOne system*</b> <input type="checkbox"/>	
Name	
Affiliation	
Address	
Telephone	
E-mail	
Social Media	
Editor Bio (List key achievements, memberships or associations, as well as major publications. Please also note any previous relationship with Emerald.):	
Guest Editor 2	
Name	
Affiliation	
Address	
Telephone	
E-mail	
Social Media	
Guest Editor 3	
Name	
Affiliation	
Address	
Telephone	
E-mail	
Social Media	
Guest Editor 4	
Name	
Affiliation	
Address	
Telephone	
E-mail	
Social Media	

\*If not familiar with ScholarOne, resources can be provided.

## Section 2 – Issue Expectations

**The timescale of a special issue is 12 months;  
this is from the opening of the submission window in ScholarOne to publication.**

<p><b>Submission window open date</b></p> <ul style="list-style-type: none"> <li>- Submissions windows typically last 3-4 months</li> <li>- Following the submission deadline there are 22 weeks until the final acceptance deadline.</li> <li>- If approved, a Journal representative will work with you to refine the Special Issue deadlines and timeline</li> </ul>	<p>Click or tap to enter a date.</p>
<p><b>Target number of accepted papers</b></p>	
<p><b>Confirm all manuscripts will undergo double-blind peer review</b></p> <ul style="list-style-type: none"> <li>- Reviewers are selected by guest editors</li> <li>- Includes invited papers</li> </ul>	
<p><b>Would you like a Call for Abstracts?</b></p> <ul style="list-style-type: none"> <li>- This will be shared within the call for papers and allows potential authors to submit abstracts over email to the Guest Editor for consideration</li> </ul>	
<p><b>Will you submit to the Special Issue?</b></p> <ul style="list-style-type: none"> <li>- Non-article Editorial's do not need to meet the journal requirements but must be submitted by the Special Issue final acceptance deadline.</li> <li>- Article contributions must be submitted by the Special Issue submissions deadline and meet the Journal requirements.</li> </ul> <p>We recommend you submit a literature review article outlining the importance of the topic addressing the relevant beneficiaries of the Special Issue.</p>	

### Section 3 – Focus of Special Issue

#### Special Issue Title

- avoid using conference titles

#### Brief Summary

Aims of the Special Issue – What are the aims and how will they be met?

Originality of the Special Issue – What new contribution will the Special Issue make?

Topicality – Evidence to support the need for the Special Issue in terms of existing literature, events, societal implications and citations:

#### Indicative list of themes and key features of the Special Issue

- 5-10 points

#### Authorship

Please detail who you hope to contribute to the Special Issue include invited/commissioned papers.

Contributor	Primary	Secondary	List relevant groups, associations or individuals
Researcher	Y/N	Y/N	
Professional	Y/N	Y/N	
Policymaker	Y/N	Y/N	
Research Users and Beneficiaries	Y/N	Y/N	

#### Emerald encourages all our research to bridge the gap between research and positive real-world change.

Do you anticipate the Special Issue to contribute to positive change, if so, how?

Do you anticipate the Special Issue to lead to changes in policy or industry, if so how?

Who are the stakeholders who benefit from the Special Issue, how will they benefit?

Will the research published in the Special Issue contribute to the [UN's Sustainable Development Goals](#), if so, please specify how and the relevant goals?

**To help our authors reach diverse audiences and make real world changes we encourage research to be articulated in non-standard formats.**

Would you be willing to submit a blog, video, interview, or other format to promote the Special Issue?

Do you anticipate contributors to be willing to develop their submissions for new audiences?  
If so, we will request you highlight relevant submissions to the Journal Editor and Publisher.

**Section 3 – Marketing**

**How will you promote the Special Issue to your networks?**

**Readership**

Please detail the target audience of the Special Issue Readership

Readers	Primary	Secondary	List relevant groups, associations or individuals	Social media handles if relevant (Twitter/LinkedIn)
Researcher	Y/N	Y/N		
Professional	Y/N	Y/N		
Policymaker	Y/N	Y/N		
Research Users and Beneficiaries	Y/N	Y/N		

**Are you a member of any groups or listservs whose members are likely to be interested in the Special Issue?**

**Would you like a Call for Abstracts?**

- This will be shared within the call for papers and allows potential authors to submit abstracts over email to the Guest Editorial for consideration before writing their complete article,

**Call for papers**

Upon confirmation, a call for papers will be uploaded to the journal website using the above information, please let us know any extra information you would like included