

**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. The form also aims to provide you information and expectations on what is needed when managing a Special Issue.**

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

When acting as a Guest editor you act as a representative of the journal and must act in accordance with the reputation of the journal and the standards it abides by.

Guest editors are expected to maintain the quality of the journal and keep to the guidelines set out by the [Committee on Publication Ethics](#).

With this in mind, you must adhere to the following:

- All submissions and peer review must be run through ScholarOne- there can be no exceptions to this;
- Unless agreed upfront and made transparent to authors at the point of submission, the review process must follow the standard review process for that journal. If the agreed process is not followed, then articles will either need to be sent out for review once more, or will not be published at all;
- If you have concerns about a paper for any reason, you should flag this for discussion with your Content editor or Journal editorial office (JEO);
- Emerald closely monitors, and takes any instance of [citation manipulation behaviours](#) very seriously. Guest editors may not request citations to their own works, or imply that certain citations are a condition of acceptance. Any articles with excessive self-citations may be asked to be reviewed once more;
- All content should be original and fully referenced- Emerald will run content through similarity detection software as appropriate;
- Guest editors should not rely upon author-recommended reviewers; speak to your Content editor/JEO for advice on how to make best use of the journal reviewer pool;
- Emerald does not charge authors to submit to a journal. The only time where authors may be asked to pay a fee is if they wish to publish their article as [Gold Open access with an applicable Article Processing Charge](#).
- Unless agreed upfront and made transparent to authors at the point of submission, the review process must follow the standard review process for that journal. If the agreed process is not followed, then articles will either need to be sent out for review once more, or will not be published at all. Reviews completed by Guest editors will not be considered an independent review.

### Section 1 – Guest Editor Details

Guest Editor 1 (lead contact)–the person overseeing the ScholarOne submission process and responsible for meeting issue deadlines. **Please tick here to confirm knowledge of the ScholarOne system\***

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

<p align="center"><b>The timescale of a special issue is 12 months; this is from the opening of the submission window in ScholarOne to publication.</b></p>	
<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 Editorials 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