

Journal of Management Studies

Guidelines for Potential Guest Editors of Special Issues of JMS

The editorial team of the *Journal of Management Studies (JMS)* is pleased that you are interested in developing a Special Issue for the journal. We have prepared this guide to help you fully understand:

1. the duties required of a guest editor and
2. the process of proposing, developing, editing, and publishing a Special Issue in *JMS*.

Even if you have already edited an issue at another journal we encourage you to read this guide since our requirements may differ from your past experiences. If you have already been a guest editor you know how much work is required. If not, you will find out that being a guest editor is hard work but ultimately a rewarding experience. Beyond being an expert in the field of study for which you are proposing the Special Issue, being a Guest Editor requires that you are a diligent and detailed project manager. Properly executing a Special Issue requires that you manage a number of relationships (co-editors, authors, reviewers, administrators at *JMS*, your *JMS* editor, etc) and manage a straight-forward but not simple process (developing the proposal, promoting a call for papers, finding reviewers, managing the reviews, etc.).

As such please note that it is important to build a well-rounded, manageably-sized, team of guest editors. All guest editors should be content area experts, experienced and well-published authors, and diligent and timely in the execution of the administrative tasks associated with editing a Special Issue including timely correspondence with authors, working with the *JMS* editorial team, and keeping organized files

Below we outline for you the process of initiating, developing, editing, and publishing a Special Issue in *JMS*.

Stages

1. Proposal
2. What Happens Next?
3. If Your Proposal is Approved
4. The Process

1. Proposal

Your proposal needs to include

- Abstract
- Summary
- Justification for the Special Issue

- Why the particular 'fit' with *JMS*
 - Remember the ethos of originality and advancing understanding in a particular area of management and organizational research
- A proposed timeline for various stages of the process (to give you a timetable to work to).
- Details of a conference (when linked to the Special Issue)
- Background of proposed Guest Editors, including visibility on the topic and editorial experience

We ask that Special Issues are the result of an open call for papers and not just restricted to close colleagues or people who can attend a particular conference.

Once drafted, please email your proposal to Jo Brudenell (j.m.brudenell@durham.ac.uk) who will circulate the proposal among the editorial team for an evaluation and feedback.

2. What Happens Next?

Proposals for Special Issues are discussed at *JMS* Editors' Meetings. These are held every two or three months. When you submit a proposal you will be told when the next meeting will be held and when you will hear from us. Please do not publicise a call for papers until the Special Issue proposal has been accepted by the Editorial team.

After this discussion, you will receive feedback on each part of your proposal from the *JMS* Editorial team. Some of this feedback may involve conditions for going forward (e.g. need for additional breadth) and/or queries about the substance of the proposal (e.g. likelihood of receiving a sufficient number of high quality manuscripts). If accepted, it is likely that the Editorial team will ask for modifications to scope, timeline, and/or your 'call for papers' draft.

3. If Your Proposal is Approved

You will be given an approximate publication date, as a goal for the administration of the review and development process for the Special Issue. This date may change depending on your progress and that of other Special Issues in the pipeline.

You will also be asked to draw up a 'Call for Papers' (examples attached) and email it to Jo Brudenell (j.m.brudenell@durham.ac.uk) for approval from the General Editors. We will prepare a PDF file for you to circulate. We will add this to the *JMS* website and email it to our Editorial Board.

At this point you will need to begin to promote your Special Issue in order to develop a sufficient number of proposals. You should be aiming to generate at

least 60 submissions for your Special Issue so you use all appropriate means to send the word out.

4. The Process

The guest editor(s) will have full responsibility for processing papers including identifying reviewers and corresponding with reviewers and authors. *JMS* regrets that we cannot offer administrative support to Guest Editors. Jo Brudenell can offer advice as required. To conform to *JMS* policy, each paper must be refereed by three people.

Please note that when we approve your Special Issue proposal we are giving you the authority to develop a Special Issue under the auspices of *JMS*. As noted above, we give you full responsibility and ask that you remember this responsibility comes with accountability back to *JMS*. All of the work you do reflects on the *JMS* brand and this is one the reasons why we ask you to mirror our 'normal' processes and procedures as you execute your Special Issue.

Please keep a track of the papers in your system and the reviewers. Most guest editors are happy with a simple spreadsheet. You will be asked for regular reports that can be fed into the Editors' Meetings (several guest editors send in these spreadsheets, with the final version of the spreadsheet submitted within two weeks of the submission deadline for papers). The General Editors are happy to advise with any issues that occur throughout this process.

At *JMS* we pride ourselves on our developmental letters to authors and the timeliness of our feedback. The need for high quality feedback includes papers that are desk rejected without review (although we recognize that some papers may be so wide of the mark that very little constructive feedback is possible). We ask that Guest Editors treat authors with the same consideration that they themselves expect. Please acknowledge receipt of all papers the same day or the next working day and let authors know the first decision (desk reject/out for review/revise before review) within a week of submission. You should aim to have the first decision to authors within three months (although at *JMS* our average time for this is just over 60 days).

It is important to note at this juncture, that Guest Editors are not permitted to publish papers in the Special Issue apart from the introduction.

Please also note that we request that the guest editors send copies of papers they have conditionally accepted to Jo Brudenell so that the *JMS* general editors can review the papers prior to formal acceptance. Normally, you should expect some further developmental feedback from the *JMS* editorial team at this stage. This is an editorial procedure we use at the journal in our review of all

manuscripts that reach an advanced stage in the review process at *JMS*. We ask that you follow the same procedure. As such, please note that papers cannot be accepted without the General Editors' approval. Please take this into account in your communications to authors, and do not write final acceptance letters until the *JMS* editorial team has provided feedback.

We ask that the conditionally accepted papers be sent to the Editorial team 6 to 8 weeks ahead of the date they are required to go to Wiley-Blackwell. This gives the General Editors an opportunity to comment on the Special Issue and make any suggestions for changes whilst still ensuring that the copy is ready for Wiley-Blackwell when it is needed.

Please ensure that the authors have supplied their papers in the correct format for *JMS* (see <http://www.blackwellpublishing.com/submit.asp?ref=0022-2380>)

Once the General Editors have advised acceptance on the paper for the Special Issue, all manuscripts will be sent to Wiley-Blackwell. The authors will be sent electronic notification that their proofs are ready and will have a week to reply to the copy editor with corrections.

We ask you to nominate 50 people who you would like to receive a complimentary copy of your special issue. We ask you to provide names and postal addresses and a letter on your institution's stationery to go with the complimentary copies. Wiley-Blackwell arranges for these to be sent out. Please note *JMS* Editorial Board members, SAMS Council members and SAMS members all receive free copies of *JMS*. We also ask that postal addresses and email addresses are included for all named authors as we will send a hard copy and a PDF file to them.

Things to bear in mind

We expect Special Issues to contain 5 to 7 papers, although there is no strict guideline in this regard, and an introduction from the Guest Editors [which may be full paper length]. Given typical acceptance rates, this means that you will need 60 to 75 submissions to yield a sufficient number of finished papers to constitute a full issue. If you do not think your call will yield this number of submission, you may want to reconsider.

Occasionally a paper may be sent in for a Special Issue that is a good paper but does not fit into the scope of the issue. In this case please refer the author to the regular *JMS* submission procedure, which can be found at

<http://www.blackwellpublishing.com/submit.asp?ref=0022-2380>

Occasionally, some papers require a longer to develop than allowed for by the timing of the Special Issues. In these instances you can invite the author(s) to submit to *JMS* via the normal route. We cannot guarantee that these papers will be accepted by *JMS* and they will have to go through the normal review process under one of the General or Associate Editors.

If you have any queries please contact Jo Brudenell (j.m.brudenell@durham.ac.uk).