Thank you for completing the Special Issue proposal form.

Completion of the form helps the journal Associate Editor (Special Issues), Co-Editors-in-Chief and Emerald team to properly assess, track, and maximise the impact of your special issue. The form also aims to provide you with information and expectations on what is needed when managing a special issue.

If you have any questions, please get in touch with the Associate Editor (Special Issues) 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 go through ScholarOne – there are no exceptions to this.
- Unless agreed 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 If the agreed process is not followed, articles will either need to be sent out for further review or will not be published.
- If you have concerns about a submission for any reason, you should flag this with your 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 subjected to a further review or in extreme cases rejected.
- 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; nor should there be an over-reliance on a very limited pool. Speak to your 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.
- Once the Special Issue has been approved you will be sent a welcome email from the JEO confirming set up of the issue on ScholarOne. The JEO will be your key point of contact with regards to any queries relating to ScholarOne.

Special Issue title - avoid using conference titles	

Section 1 – Guest Editor details	
Guest Editor 1 (lead contact) – the person overseeing the ScholarOne submission process and responsible for meeting issue deadlines. If you need guidance on the use of ScholarOne please contact the JEO.	
Name	
Affiliation and Country	
Institutional e-mail	
Personal e-mail (optional - only include if you prefer to use this address for comms relating to the issue)	
Evidence of expertise in this topic area (max 100 words)	
Guest Editor 2	
Name	
Affiliation and Country	
Institutional e-mail	
Personal e-mail (optional - only include if you prefer to use this address for comms relating to the issue)	
Evidence of expertise in this topic area (max 100 words)	
Guest Editor 3	
Name	
Affiliation and Country	
Institutional e-mail	
Personal e-mail (optional - only include if you prefer to use this address for comms relating to the issue)	
Evidence of expertise in this topic area (max 100 words)	
Guest Editor 4	
Name	
Affiliation and Country	
Institutional e-mail	
Personal e-mail (optional - only include if you prefer to use this address for comms relating to the issue)	

Evidence of expertise in this topic area (max 100 words)

Section 2 Contribution of this special issue
Aims of the special issue and fit with the aims of the journal – what are the aims and how will they be met? How do they fit with the aims of the journal? 300 words max
Originality of the special issue – what new contribution will the special issue make? 150 words max
Topicality – evidence to support the need for the special issue in terms of existing literature, events, societal implications and citations: 150 words max
Societal impact - will this issue address any specific societal challenges? If so how? Will the issue address any specific UN Sustainable Development Goals (SDGs) ? If so, which ones? 150 words max
Indicative list of themes and key features of the special issue – list 5 key points as examples
Indicative list of potential submitters and reviewers

Section 3 – Issue specifications	
The timeframes for your special issue need to be discussed and agreed with the journal's Editor and Commissioning Editor. Please enter your proposed dates below. These will then be discussed and agreed with the Editor/Commissioning Editor before agreement to proceed. The timeframe from open date to final acceptance of all articles for the issue including guest editorials/introductions must not exceed 18 months.	
Open date for submissions (unless there are exceptional circumstances this will be upon agreement to proceed with the issue)	Click or tap to enter a date.
Author submission deadline (usually 3-9 months from the open date)	Click or tap to enter a date.
Final acceptance date (must be within 18 months of the open date)	Click or tap to enter a date.
Target number of accepted papers (this must be agreed with the Editor and Commissioning Editor and be in line with the usual size of a journal issue. Please consult the Editor/Commissioning Editor as	

required on this as the issue progresses). If the number of accepted articles is not sufficient to fill a journal issue, then they may be published as a special section.	

Guest Editorials and other submissions

Guest editorials/introductions must be accepted by the final acceptance date. Please liaise with the JEO as early as possible in the process regarding the type of guest editorial/introduction you plan to submit (if any). Consider whether the guest editorial/introduction is it to be a brief run through of the papers in the issue or a more extended review of the field pertaining to the special issue making its own original contribution to the topic?

We do not recommend that you submit any other articles to the issue. If you wish to submit an article to the special issue, please consult the JEO who will advise on requirements for the peer review of such contributions. Multiple article submissions to your own special issue will not be permitted.

Call for abstracts

We do not recommend this step. However, if you wish to request abstracts ahead of the submission of full papers this may be done and can be indicated on the call for papers (details of this below). Abstracts need to be sent to the Guest Editor by email and the timeframe considered in line with the agreed submission deadline for full papers

Call for papers

Upon agreement to proceed you will be sent a template for your call for papers. Once completed this should be forwarded to the Editor and Commissioning Editor. The call for papers will be uploaded onto the journal website and you will receive a link to aid with your promotion of the issue.

Promotion

The Emerald team will confirm any activities they will undertake to promote the issue. Please list any topic specific listservs you will use to promote the issue once you have the link to the call for papers.	