

Publishing a special issue in an Emerald journal



Proposing a special issue

If you have an idea for a special issue, please contact the relevant Journal Editor for a special issue proposal form.

Following completion, the Editor and Publisher will review the proposal for suitability, evidence of demand and prospective time scales.

Making a start

For any journal that has transitioned to Article Level Publishing (ALP), Special Issues are expected to be published within 12 months of commission.

Following ScholarOne setup and confirmation from the journal's Content Editor, a Guest Editor should create a call for papers which allows sufficient time for:

- authors to submit papers
- referees to review contributions
- papers to be returned to authors and revisions made
- the Guest Editor to submit final copy on the due copy date

At this early stage, it is important that the Guest Editor understands clearly how closely the Journal Editor expects to be involved in decisions on the special issue.

Some Journal Editors expect to be involved in editorial decisions on papers, whilst others are happy to delegate responsibility for special issues completely to Guest Editors.

The Guest Editor should also familiarize him or herself with the journal's "Author Guidelines" - these are published on the journal's homepage, these indicate the requirements of manuscripts and should be adhered to unless agreed otherwise. A full list of journals can be found [here](#)

Following set up of the ScholarOne Submission site, the Guest Editor should write a Call for Papers, outlining the aims of the Special Issue and the timelines of publication. This must be approved by the Publisher, and can then

be distributed by both Emerald and the Guest Editor. Suggestions for possible outlets are requested in the Proposal Form.

All Special Issues must enforce a vigorous double-blind peer review process, as is standard across all Emerald journals.

All papers must be handled and reviewed within the ScholarOne system and not "offline" by the Guest Editor.

Papers will not be published if the review process has taken place outside the ScholarOne system.

Guest Editors will be supported in using ScholarOne by the journal Editor and Content Editor. Emerald are happy to provide support to ensure that proper use of the system is followed.

The Guest Editor is responsible, along with the Author and Publisher, for ensuring that no article accepted for publication in the Special Issue contains potential libel or defamatory material. It is worth noting that libel law in the UK, where Emerald is based, is generally more restrictive than in other countries.

Handling submissions and managing the peer review process

The Guest Editor is responsible for providing clear and timely feedback throughout the editing process to authors who submit papers to the special issue. ScholarOne assists with this.

Special Issues must be completed within 12 months of commission. Should there be insufficient content to complete a special issue by the agreed deadline the accepted articles will be published as a special section within a regular

issue. If there is no accepted content within the specified timeframe the issue will be cancelled.

Guest Editors are responsible for managing the peer review process through the ScholarOne system.

The Guest Editor is responsible for gathering suitably expert referees from their networks.

Accounts must be set up by these reviewers within the journals ScholarOne page and all reviews carried out within the system.

We enforce this peer review system to ensure the quality of papers accepted for publication. Guest Editors should make sure that reviewer feedback is clear and constructive, in order for authors to address concerns raised by the reviewers, and make any amendments as required.

Once authors have completed any revisions, the Guest Editor may choose to return papers to the original referees for a final check but this further stage may be dependent on the time frame for editing the issue.

The peer review process may take up to 30 days per paper to complete, revisions where needed may take as long as 90 days (but vary according to journal).

Submitting copy for publication

Guest Editors should be accepting papers as appropriate and not in “batches”. This especially important for ALP transitioned titles as it can cause delays in typesetting, prolonging publication.

In doing this the Special Issue could pass the agreed deadline of publication and is at risk of becoming a forced special section – in some cases, if copy is minimal the issue can be cancelled.

The Guest Editor will have a few remaining tasks before submitting the special issue copy to the Journal Editor and Emerald and these will invariably include:

- Writing an editorial. This can be uploaded to ScholarOne or sent directly to Content Editor. The editorial must be a thought piece

and not a list of articles included in the issue.

- Completion of all necessary Copyright Transfer Agreement (CTA) forms by authors. It is the Guest Editor’s responsibility to ensure all forms are completed upon acceptance of the paper prior to publication. These forms give Emerald the necessary permission to disseminate the article, in print in electronic form globally and are automatically generated in ScholarOne upon acceptance by the Guest Editor. If the form is not complete, the Author will be unable to publish their paper.
- Checking that all tables and figures are present along with any permissions relevant to the paper, and that author affiliations are correct.
- Checking that articles titles, abstracts and keywords are optimally descriptive, for high-quality metadata. This facilitates search engine optimization.

Once all these points have been addressed, the issue is complete.

Post-acceptance and post-publication

For any ALP transitioned journals, an article is made fully typeset and citable within 32 business days of acceptance.

Within this time, it is standard for the journal’s Production Executive or Content Editor to be in touch with any queries concerning individual articles.

It is also standard for the journal typesetters to be in contact with individual authors with article proofs and queries. Following the return of these proofs the article is published online and fully citable, waiting to be compiled into the issue by the Content Editor.

Guest Editors receive complimentary online access to their special issue for a period of 3 months. Print copies of the issue may be available at extra cost, but such requests must be discussed in advance with the Publisher.

Emerald seeks to promote and sell special issues as widely as possible. The Call for Papers created by the Guest Editor is used by Emerald in its journal marketing activity. Emerald also produces e-books of special issues, bringing research to new markets and new readers.

