

For internal use:	
Journal:	
Publisher:	
Content Editor:	



Content Editor	
Section 1 – Guest Editor Details	
Guest Editor 1 (lead contact-this will be the person granted full ScholarOne access to all Special Issue papers)	
Name	
Affiliation	
Address	
Telephone	
E-mail	
Background in this topic area	
Guest Editor 2	
Name	
Affiliation	
Address	
Telephone	
E-mail	
Background in this topic area	
Guest Editor 3	
Name	
Affiliation	
Address	

Telephone	
E-mail	
Background in this topic area	
Guest Editor 4	
Name	
Affiliation	
Address	
Telephone	
E-mail	
Background in this topic area	
Section 2 – Special Issue Details	
Special Issue Title (please avoid using conference titles for Special Issues)	
Topicality (tangible evidence to support the view this will be a well cited/downloaded issue – i.e. citation activity, conference tracks, events, other Special Issues or books etc.)	
Originality (what new contribution will this issue make? Has this topic already been well covered?)	

Aims (are there specific aims for this issue in terms of research, practice, teaching?
If so, how will these be met?)

Indicative list of anticipated themes

List 3-4 leading researchers in this field. Do you anticipate submissions from them?
If not, will you invite submissions from any of them? (high profile authors in this topic area should attract strong citations and downloads)

Will you include an Editorial? Editorials are well received if framed as thought pieces, rather than commentaries

Author Submission Deadline – this must match the Call for Papers

Section 3- Promotional Information

List appropriate communities, listservs etc (and if you have membership/access) for promotion purposes

Do you have access to an Institution / Association PR department that would be willing to assist in promotion?

Would you be willing to create a video abstract (outlining the main features of the issue, and their importance) which could be used for promotional purposes?

Section 4 – Issue Specification (to be completed in consultation with the Journal Editor/Publisher)

Expected Volume/Issue number

Target number of accepted papers

Will you be using a double blind peer review process? This is standard practice for Emerald journals

Target time from submission deadline to acceptance is no longer than 22 weeks. Do you anticipate being able to meet this?

**Maximum length of papers are specific to each journal
– please check the 'Author Guidelines' page of the journal website.**