Guidelines for Special Issues and Thematic Symposia

Journal of Business Ethics

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The governing objectives of the Journal of Business Ethics (JBE) for submission with respect to a Special Issue or Symposium are (a) scholarly excellence, (b) relevance to business ethics, and (c) newness and significance of topic.

Proposals concerning any topic of business ethics and/or corporate responsibility will be welcome for consideration by the Editors in Chief. JBE will consider proposals up to three times per year with the next due dates for proposals being September 30, 2016 and March 31, 2017.

In order to arrive at a decision with respect to a proposal for a Special Issue or Symposium, the Editor in Chief, in consultation with other senior editors at the journal, will review the submitted proposal and may recommend (a) acceptance, (b) revisions, or (c) rejection of the proposal.

Proposals should be submitted to senior editorial assistant Ms Diana Nijenhuijzen (Diana.Nijenhuijzen@springer.com) and marked to the attention of the Editors in Chief.

Formats available

There are two formats available for collected papers at JBE, each of which serves different purposes:

1. JBE Special Issues generally comprise 8 to 10 papers and are limited to 130 pages (print version; as a rule of thumb: 7,500-9,000 words translate to approximately 10-12 pages).
2. JBE Thematic Symposia generally comprise 4 to 5 papers and are limited to 65 pages (print version; as a rule of thumb: 7,500-9,000 words translate to approximately 10-12 pages), and are published as a separate section within a regular issue of JBE.

For both Special Issues and Symposia reviewing processes must take place in accordance with the principles of transparency and objectivity, which is achieved through adherence to the established practice of blind peer reviews.
For Special Issues calls for papers must be openly and widely circulated; submission must not be restricted (e.g. to people who attend a particular conference). This is also encouraged for Symposia.

Rules for submitting a Proposal

The proposal should be submitted as a word document with the Call for Papers embedded or attached and should clearly indicate whether it is a proposal for a Special Issue or a Symposium.

1. The name and contact details of the Guest Editor(s)
2. The title of the Special Issue or Symposium
3. Abstract or summary of the proposed topic
4. Justification for why the Special Issue or Symposium is needed
5. Explanation of the suitability of the topic for Journal of Business Ethics
6. A copy of the Call for Papers
7. A proposed schedule for each stage of the process including timelines and deadlines for receiving, reviewing and revising manuscripts into final publishable form. It is expected that collections of papers are submitted for publication within 18 months of the submission deadline given in the Call for Papers or the conference at which the papers were presented.
8. Backgrounds of the proposed Guest Editor(s) (including visibility on the topic in question and editorial experience)
9. A list or description of indicative scholars who might submit to the Special Issue or Symposium
10. A list of proposed ad hoc editorial board members/reviewers (including email addresses or affiliations) for the Special Issue or Symposium
11. A strategy for promoting the call for papers (including details of any conference or workshop with which the Special Issue or Symposium might be associated).

Upon approval by the Editors in Chief, the Call for Papers should be circulated widely by the Guest Editor(s) for Special Issues in venues besides JBE.

Promotion of Special Issues or Symposia

Special Issues and Symposia on-line submission and reviewing process

Once the Special Issue or Symposium is agreed upon, the Guest Editor(s) will be in charge of inviting and selecting papers for the Special Issue. Papers must adhere to the Editorial style of Journal of Business Ethics which can be found at:

- Instructions for authors

All papers must be submitted through the JBE on-line submission system (Editorial Manager) which can be found at: www.editorialmanager.com/busi/

The following process should be adhered to:

1. Guest Editor(s) is required to run the submission and review process through Editorial Manager. Editorial Manager needs to be set up to allow editor, reviewer and author access to individual Special Issues and Symposia. Guest Editor(s) need to liaise with the Editors in Chief, who will put the Guest Editor(s) in touch with the relevant parties at Springer to make the necessary arrangements. This includes the
allocation of a unique identifier which will be added to the list of available article
types in Editorial Manager to distinguish the Special Issue or Symposium from other
Special Issues and regular articles. The allocated name for the special issue needs to
be clearly identified in the Call for Papers.

2. All submissions to the Special Issue or Symposium must be reviewed on the basis of
a double-blind peer-review process conducted in Editorial Manager.

3. The Guest Editor(s) is invited to submit an introductory essay that provides a
substantive and critical overview of the topic, and is of publication standard in its
own right. This essay will be submitted through the Editorial Manager system to the
Editor in Chief for peer review.

4. The Guest Editor(s) must not be an author and any other submission to the Special
Issue or Symposium.

5. The Guest Editor(s) assesses all submissions for rejection without review or review
within 10 days of submission or the due date identified in the Call for Papers.

6. Where paper are rejected without review, the Guest Editor(s) must not advise the
authors to submit to the regular sections of the journal unless the Guest Editor(s)
has fully assessed the paper for scholarly quality and appropriate scope for the
journal (i.e. the paper was rejected solely on the grounds that it did not fit the scope
of the Special Issue or Symposium).

7. The Guest Editor(s) assigns papers to reviewers in Editorial Manager.

8. Review reports are assigned to the Guest Editor(s), who makes the final decisions
about revisions and rejections.

9. Revised papers are assigned to the Guest Editor(s), who re-assigns papers for further
review or makes a final decision.

10. During the review process, the Editors in Chief, may request additional reviews for
particular papers, further revisions, and has the right in consultation with the Guest
Editor(s), to reject papers if they do not fulfil standards of scholarly excellence.

11. The reviewers are sent a copy of all the decision letters as soon as the decisions are
made.

12. The Guest Editor(s) has access to all papers and the related files throughout the
review and selection process.

13. Final accept decisions in Editorial Manager will be made by the Editors in Chief
consultation with the Guest Editor(s).

14. The Guest Editor(s) is responsible for selecting 8 or 10 papers for the special issue or
4-5 papers for the symposium in consultation with the Editors in Chief.

15. Any remaining submissions will be treated as rejected. If, in the the view of the
Guest Editor(s) a paper is not selected for a special issue or symposium, but is of a
suitably high standard to warrant being be assessed as a regular paper by the
journal, it should be transferred to the Editors in Chief.

16. Guest Editor(s) must inform the Editors in Chief who is going to read and correct
page proofs for each article, i.e., authors, Guest Editor(s) or both.

17. Final approval and the go ahead are given by the Editors in Chief, for the collection
to go to press.

18. The Editors-in-Chief can decide to cancel a Special Issue or Symposium if the Guest
Editor(s) fails to deliver the Special Issue or Symposium by the submission deadline
(as indicated in the Rules above) or fails to negotiate an extension of the submission
deadline with the Editors in Chief.

Contributing authors to Special Issue or Symposia articles may post an earlier draft of their
paper on an institutional repository, provided that repository is either the author’s
institutional repository or that of the society or institution hosting the conference. However,
upon publication of the Special paper online, the author and/or hosting institution or society
is required to reduce the posting to an abstract only and then link to the online version on SpringerLink