

BUSINESS ETHICS QUARTERLY

The Journal of the Society for Business Ethics

Guidelines for the Creation of a Call for Submissions for a Special Issue

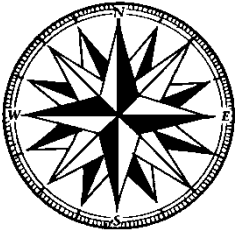
Thank you for your interest in developing a special issue of *BEQ*. The editors of *BEQ* believe that special issues are important in amending the agenda for business ethics research by developing new theoretical and/or empirical research on neglected or emerging topics in business ethics, corporate responsibility, sustainability, and related themes consistent with *BEQ*'s editorial aims. Below we describe the criteria for special issue proposals and the expectations we have for guest editor teams whose proposals are approved.

Theme. In addition to being consistent with the editorial scope of *BEQ*, the call for submissions must clearly identify the reasons why new theoretical work on the theme of the special issue is needed. Also, the call must include specific examples of topics that are consistent with the aims of the call and that the editors regard as appropriate for the special issue. The call must include citations to relevant literature from high-quality research outlets. If you wish to receive feedback on whether a particular theme falls within the scope of *BEQ*, please contact the editors in chief directly.

Scope. The scope of the call must be clear in terms of the types of scholarship that are invited. For example, if empirical, qualitative, analytic, conceptual, and normative submissions are all welcome, then this should be made clear in the call. A well-composed call will provide in-depth details regarding the scope of the issue and the areas and types of invited scholarship. References or a bibliography can provide helpful clarity on relevant scholarly domains.

Guest Editor Team. We have the following expectations regarding the team of guest editors for a special issue of the journal. Please do not propose a special issue with an editing team that does not meet these criteria.

- The guest editor team has two to five members. Experience has taught that guest editor teams of three or four members can operate more effectively than larger teams.
- Guest editor teams are diverse. Members of the guest editor team are experts in the field, domain, topic, and/or theories that the special issue seeks to advance.
- All members of a guest editor team need to be familiar with the aims, scope, and standards for successful publication in *BEQ*. Guest editors who have neither published in nor reviewed for *BEQ* or journals with similar standards of rigor will not be acceptable.



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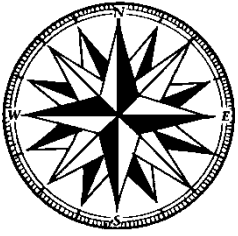
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- The guest editor team must include members qualified to serve as action editors on each type of scholarship that the call encourages. For example, if empirical scholarship is invited, then at least one member of the guest editor team must have expertise in empirical scholarship as demonstrated by successful publication of empirical scholarship in leading outlets (e.g., *AMJ*, *ASQ*, *Org. Science*, *BEQ*).
- At least one of the editors of the guest editor team is a member of the current BEQ editorial board or editorial leadership team. This helps to ensure that *BEQ*'s editorial standards are maintained and improves the probability of a successful special issue.
- One member of the guest editor team must be identified as the “lead” guest editor. This person assumes responsibility on behalf of the team for meeting deadlines and conforming with process requirements and acts as conduit of regular communication with *BEQ*'s managing editor and editors in chief.

Proposal for a Special Issue. The substantive part of the proposal should comprise 2,500–3,000 words (including references). Additionally, the proposal should testify to the credentials of the members of the guest editor team.

Selection of Proposal. The editors in chief invite proposals for special issues to be submitted once a year, by November 30, to the journal's managing editor, Joanna Osiewicz-Lorenzutti (ManagingEditor@beqjournal.org). The editors in chief select one of the submitted proposals. Their decision is communicated in January. The selected proposal may require further development; the final text is published on the website and in the July issue of *BEQ*. By submitting a proposed call for submissions, the guest editor team agrees to work with the editors in chief until an acceptable call is created, as determined by the editors in chief. The editors may seek input from others (e.g., associate editors or editorial board members with relevant expertise) in developing the selected proposal.

Covering Article. A guest editor team whose call for submissions is approved agrees to produce a 6,000- to 12,000-word covering article by a deadline determined by the editors in chief. The covering article is not merely a brief essay to introduce the articles in the special issue; it is itself a piece of scholarship that, at minimum, summarizes the reasons for the call, provides a conceptual framework for understanding the subject matter of the call, and introduces readers to the articles in the special issue and the research contributions they adduce. The editors in chief will vet the draft of the covering article, may have it reviewed by others in the journal's leadership orbit, and will typically request revisions before accepting the covering article for publication.



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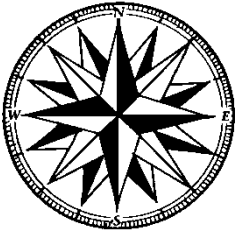
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Relationship to Conferences and Workshops. *BEQ* does not publish conference proceedings. However, a conference or workshop can be a valuable way to allow authors to try out their work and get feedback before submitting to the special issue. Conferences and workshops can be also used to publicize or promote an upcoming special issue submission deadline. However, participation in a conference or workshop can *never* be a requirement for submission to or acceptance in the special issue.

Manuscript Management. All submissions must be managed via *BEQ*'s double-blind online manuscript management system, ScholarOne (<https://mc.manuscriptcentral.com/beq>). The team of guest editors will be given action-editor-level access to the system so that they can process submissions. The guest editor team must become adept with the system and understand that they are jointly responsible for all aspects of manuscript management (reviewer selection, correspondence, drafting decision letters, etc.). This means, for example, that we find it an unacceptable practice for only one member of the guest editor team to be *de facto* responsible for decision-making on a manuscript submitted to the special issue. Editorial decision letters are drafted by the guest editor team and submitted for approval to the editors in chief. Although *BEQ*'s managing editor is available to assist when administrative or technical difficulties arise, we do not provide administrative assistance with ongoing management of the special issue manuscript flow, which is the responsibility of the guest editor team.

Accepting Papers for the Special Issue. The guest editor team does not have independent authority to grant conditional or final acceptance to any submission until the editor in chief has agreed. The guest editor team manages the review process independently up until that point, but once a submission in their judgment is ready for conditional acceptance, the editor in chief is required to sign off on it before that decision is issued to the authors. This is a quality control step implemented to ensure that all manuscripts accepted for a special issue meet *BEQ*'s standards for scholarly quality and rigor, as well as our manuscript formatting requirements. Please note that, in case the number of accepted manuscripts does not fill an issue of the journal, the editors may decide to publish them as a section on a topical theme or as regular articles.

Time Frame. In nearly all circumstances, eight months is the minimum amount of time that is feasible between a call for submissions being issued and the submission of manuscripts. The submission deadline and other aspects of the special issue review timetable are negotiated with the editor in chief before the call is given final approval. It is not unusual for the entire process, from submission of the special issue proposal to publication, to take three years.



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A typical time frame may look like the following:

- Year 0, November 30—deadline for submitting your proposal for a special issue
- Year 1, January—approval of one proposal, followed by its further development
- Year 1, July—publication of call for papers in *BEQ*
- Year 2, March–April—window for submission of manuscripts
- Year 2, June 15—desk reject letters with authors
- Year 2, September 30—decision letters after review with authors (reject or R&R)
- Year 2, December 31—deadline for submission of revised manuscripts
- Year 3, April 30—decision letters after review with authors and first draft of editorial introduction to editors in chief
- Year 3, June 30—deadline for second revision
- Year 3, August 30—deadline for final acceptance of manuscripts and editorial introduction
- Year 3, October—publication of special issue

Submit preliminary inquiries to editors in chief Frank den Hond (editor.frank@beqjournal.org) and Mollie Painter (editor.mollie@beqjournal.org).

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