GUIDELINES FOR SPECIAL ISSUES OF THE JOURNAL OF BUSINESS ETHICS
(January 2010)

Submission for a Special Issue

The governing objective of the Journal of Business Ethics (JOBE) for submission with respect to a Special Issue is scholarly excellence.

Proposals concerning any topic of business ethics and/or corporate responsibility will be welcome for consideration by the Section Editor for Special Issues:

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With the exception of some collections that are routinely published in accordance with contractual arrangements between Springer and some professional societies (e.g., EBEN), Special Issues are published as Supplements to JOBE.

The review process for Special Issues has to take place in accordance with the principles of transparency and objectivity, which is achieved through adherence to the established practice of blind peer reviews.

In order to arrive at a decision with respect to a proposal for a Special Issue, the Section Editor will review the draft content of the proposal submitted. In consultation with the Editor in Chief, the Section Editor may recommend (a) going forward with the proposal, (2) revisions, or (3) rejection.

All scholars with an interest and expertise in business ethics and/or corporate responsibility are strongly encouraged to submit proposals for Special Issues.
Types of Submission

There are two types of Special Issues:

- Those that include a selection of papers from conferences and workshops in line with JOBE aims & scope, and
- Those that result from a spontaneous submission of proposals.

Rules of submission

Special Issues normally result from an agreement reached between a prospective Guest Editor and the Section Editor for Special Issues. Submission of a Special Issue proposal may include a request for a free Call for Papers in JOBE, but must include a description of,

- The name and contact details of the Guest Editor(s)
- The title of the Special Issue
- Scope of issues in the collection (special issues are usually focused thematic issues).
- List of half a dozen potential manuscript referees (i.e., and ad hoc editorial board).
- A schedule for the publishing process including timelines and deadlines for receiving, reviewing and revising manuscripts into final publishable form.
- In all cases, collections of papers should be submitted for publication within 12 months of either the conference at which the papers were presented or of the submission deadline given in the Call for Papers.

Upon approval by the Section Editor, the Call for Papers may be circulated by the Guest Editor and the Section Editor in several venues besides JOBE.

Once the scope of the Special Issue is agreed upon, the Guest Editor will be in charge of inviting and selecting papers for the Special Issue. JOBE Special Issues generally comprise 8 to 10 papers and is limited to 130 pages (print version; as a rule of thumb: 7,500-9,000 words translate to approximately 10-12 pages).

Special Issues reviewing process

The following process should be adhered to:
1. Author submissions for a Special Issue should be sent to the Guest Editor who is responsible for pre-selecting of 8 or 10 papers.

2. This selection will be arranged by the Guest Editor using his ad hoc editorial board.

3. The Guest Editor assigns the papers to the reviewers based on a blind peer-reviewing process.

4. Each submission to the Special Issue must be reviewed on the basis of this blind peer-reviewing process.

5. Reviews are sent to the Guest Editor who then passes on the reviews to the contributors (with or without additional comments) in order to revise their papers in view of the reviewers' comments and suggestions. If a paper is rejected by the reviewers the Guest Editor may decide to find a suitable substitute for it, subject to it being peer reviewed on the same basis as the others.

6. The SI Section Editor in consultation with the Editor-in-Chief can decide to cancel a Special Issue if the guest editor fails to deliver the SI by the publication deadline or fails to negotiate an extension of the submission deadline with the SI Section Editor.

7. Once the Guest Editor has made the final selection of papers, all of which need to be formatted according to JOBE guidelines, s(he) is required to send these papers to the Section Editor for approval. The Section Editor may request reviews for particular papers, further revisions, and has the right to reject papers if they don't fulfil standards of scholarly excellence. Upon completion of the above process, the revised papers should be sent to the Section Editor with the following material:

   - Full name, complete address, email address, etc. for each author
   - An abstract for each paper
   - A single-sentence bio of each author
   - A Manuscript Transmittal Form (MTF) form, provided by the SI Section Editor, completed and signed by the lead author of each paper
   - Guest Editors should **not** send materials directly to the publisher and should **not** send bits and pieces of the necessary materials separately.

8. Guest Editors must decide and inform the Section Editor about who is going to read and correct page proofs for each article, i.e., authors, Guest Editors or both.

9. Final approval for the collection is given by the Section Editor for Special Issues, who then forwards the collection to press. If you have any problems, contact the Section Editor for Special Issues: thomas.maak@esade.edu
10. Authors and Contributors to Special Issue 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 in the Special Issue, 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.
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