

for submission with the special issue copy, if it is the journal's style to publish this information. If there is any doubt about this, the Journal Editor or the Publisher will be able to advise.

- Providing a list of the referees involved in reviewing papers for the special issue if, again, it is the journal's style to publish an acknowledgement of referees.

Once all these points have been addressed, the issue is complete and is finally ready for submission to the Journal Editor and to Emerald.

Post-editing and post-publication

After the copy for the special issue is received at Emerald, the journal's Publisher works with the production team to ensure that the issue is published accurately and to schedule. It is at this stage that the Guest Editor, or authors of papers within the issue, may be contacted either by the Publisher or a Quality Assurance Executive with editorial queries.

The publishing process typically takes around 8-12 weeks in total.

Guest Editors usually receive five complimentary copies of their special issue. Further copies of the issue may be available at extra cost or at the discretion of the Publisher but such requests should be discussed in advance with the Publisher. This is because requests for additional copies must be factored in to the print order for the special issue. The Guest Editor should agree the number, cost (if any) and delivery of additional special issues with the journal Publisher prior to publication of the issue.

Emerald seeks to promote and sell special issues as widely as possible. The Call for Papers created by the Guest Editor at the start of the editing process provides valuable information on the special issue and is used by Emerald in its journal marketing activity. Emerald is now looking at ways to sell special issues as e-books, bringing special issues to new markets and new readers.

Recent Emerald special issues

Journal of Business & Industrial Marketing
22:2 (2007)

Business-to-business marketing practices in China

Guest Editor: *Brian Low, University of Western Sydney, Australia*

The quest for the greatest untapped business-to-business market on earth remains difficult and fraught with challenges. While some have succeeded, many have also failed. Why? Written for academics, researchers and practitioners, we believe that the papers in this issue make valuable contributions toward, and provide substantive insights into, successful business marketing practices in China.

Asian Review of Accounting
15:1 (2007)

Chinese accounting
Guest Editor: *Jeffrey Faux, Victoria University, Australia*

Chinese accounting standards and practices are continuing to adapt to international market forces as the Chinese economy opens further to foreign investment. Chinese corporations are playing an ever more significant role in the global economy and the need to understand and interpret financial information produced by these corporations presents a continuing challenge to

international fund managers and investors. Many Chinese corporations are now listed on

international stock exchanges and have financial reporting obligations governed by non-Chinese regulatory authorities. The Chinese economy is continuing to transform as the state-owned enterprise sector is restructured, and public corporations play a growing role in the Chinese economy. Given the above developments, it is timely to examine the latest research relating to Chinese accounting and financial reporting issues.

Journal of Small Business and Enterprise Development
13:2 (2006)

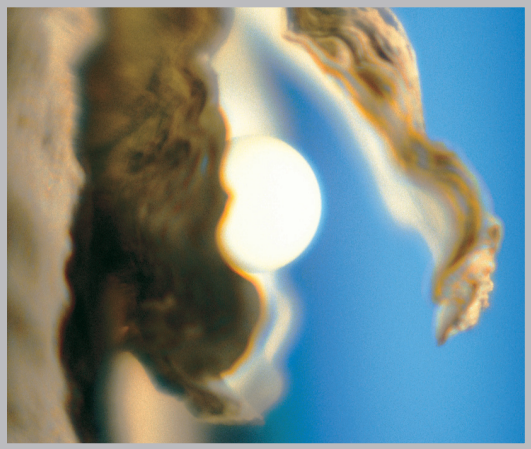
Entrepreneurship and small business development in China

Guest Editor: *Dr Jun Li, University of Essex, UK*

This special issue focuses on advances in entrepreneurship and small business development taking place within specific geographic areas. By most accounts, China's economic growth over the past two decades has been impressive, and small and medium-sized enterprises (SMEs) played a vital role in the well-known success story of the contemporary Chinese economy. Despite increasing interest in Chinese entrepreneurial practices, research in this important topic of study remains relatively underdeveloped, and there is a notable fragmentation, and bias, in favour of certain topics and related academic publications.

Publishing a special issue in an Emerald journal

The world's leading publisher of management research



What is a special issue?

Most scholarly journals publish special issues from time to time as part of the journal volume offering. Special issues draw together a range of contributions on a given theme and allow for more in-depth treatment of a topic than is normally possible within a single journal issue. Special issues are often, though not always, devoted to investigating emerging or "hot" topics, or to exploring alternative perspectives on familiar themes.

A special issue is edited by a Guest Editor, a subject expert who is appointed temporarily to the role by the Journal Editor. Most special issues are developed when an academic – who has identified a demand for an issue on a particular subject – approaches a Journal Editor to propose an issue.

Proposing a special issue

Once a need for a special issue has been identified, a proposing Guest Editor should contact the relevant Journal Editor and Publisher (this information will be available on the journal homepage) with the following details:

- the scope of the proposed special issue
- an indication of how the scope of the issue fits with the remit of the journal
- evidence of demand for the special issue
- proposed timescale

The Editor and Publisher will consider proposals, taking into account:

- the "fit" of the special issue with the scope of the journal
- whether there is room in the publishing schedule for a special issue. Some journals may have already filled issues for one, or even two volumes in advance, so may not be able to accommodate a special issue.

Where a special issue proposal is not considered suitable for a particular journal, the Editor and Publisher may be able to suggest an alternative Emerald journal.

Why be a Guest Editor?

Editing special issues allows Guest Editors to gain valuable first-hand experience of editing a publication and is a good trial run for those ambitious to edit their own journal one day. Editing a good special issue may also enhance significantly a Guest Editor's academic or professional standing among his or her peers.

The key stages of guest editing a special issue for publication in an Emerald journal are discussed below.

Making a start

The first step in editing a special issue is for the Guest Editor and Journal Editor to agree the scope of the issue, the likely date of publication and the Guest Editor's final copy deadline. Using this information, the Guest Editor should be able to create a Call for Papers and to draw up a project schedule 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 – they are ultimately responsible for the editorial content of their journals, after all – whilst others are happy to delegate responsibility for special issues completely to Guest Editors. It is in the Guest Editor's interests to Guest Editors. It is in the Guest Editor's interests that s/he clarifies the extent of the Journal Editor's involvement in the special issue at this early stage. Journal Editors should certainly see full versions of manuscripts prior to the copy delivery date but many Editors also wish to see abstracts or full papers throughout the editing process. It is helpful for all involved if the nature and timings of these editorial reviews are agreed before work on the special issue gets underway.

The Guest Editor should also:

- Familiarize him or herself with the journal's "Author Guidelines". These are published on the inner back cover of each journal issue and also on the journal's homepage. These guidelines will indicate the required length of manuscripts and the format in which they should be submitted. These are the standard requirements for the journal and should be adhered to, unless the Guest Editor has agreed different specifications with the Journal Editor and Emerald.
- Distribute the special issue Call for Papers. Guest Editors should distribute this as widely as possible within their own networks. Emerald too is able to distribute Calls for Papers in many ways and the

Guest Editor is advised to work with the journal's Publisher to achieve this.

- Take note of the journal's peer review process. Most Emerald journals employ a double blind peer review process. Special issues are expected to employ a review process of equivalent rigour to that used for standard journal issues. Any change to the journal's usual peer review process must be agreed with the Journal Editor.
- Ensure papers do not contain potentially libellous or defamatory material. The Guest Editor is responsible, along with the author and publisher, for ensuring that no article accepted for publication in the special issue contains material which might fall foul of current libel law. 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. The receipt of manuscripts should be acknowledged and authors should be given an indication of when they will hear of major decisions on their papers. Special issues can – if a journal receives many submissions – take 12-18 months to come to fruition, which is a long time for an author keen to be published to wait. Guest Editors can make the publishing process less frustrating for authors by keeping in touch and providing feedback on the progress of papers.

Guest Editors are responsible for managing the peer review process for the special issue and whilst the Journal Editor may be able to help in suggesting referees, the Guest Editor is essentially responsible for gathering together a team of suitably expert referees. The peer review is by far and away the most time-consuming part of the special issue editing process. It is also the most important part of the process as an effective and thorough peer review is essential for ensuring the quality of the papers accepted for publication.

When sending papers out for review, it is helpful for the Guest Editor to provide reviewers with clear instructions on the criteria against which papers should be assessed. This is most easily done by sending referees a review report form. This kind of review report form provides the reviewer with clear guidelines on how to assess the paper and also provides space for anonymous comments which may

then be passed back to the author. Guest Editors must ensure that authors address all the concerns raised by referees during the peer review process and modify their papers accordingly. Once authors have completed their 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 six months to complete and in some cases, where substantial revisions to papers are required, may be as long as one year.

Submitting copy for publication

Once papers have been reviewed, revised and accepted for publication, the special issue is almost complete. 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 or Introduction to the special issue. This may either be a brief overview of the papers to be published or it may be a longer, more thematically-based piece. This latter type of Editorial/Introduction may be published in the journal as an article if 75 per cent or more of its content is devoted to discussion of general themes rather than discussion of the specific articles
- Collecting Journal Article Record forms from authors. The Journal Article Record or JAR form is an important part of publishing with Emerald. The JAR form assigns copyright to the publisher and gives Emerald the necessary permission to disseminate the article in print, and in electronic form, on a global basis. Emerald will not publish any paper that is not accompanied by a JAR form or some other type of publishing licence agreed between the author and Emerald. Blank JAR forms may be obtained from the Journal Editor, the Publisher or downloaded direct from the Emerald web site (see www.emeraldinsight.com/jarform)
- Checking that final versions of papers are complete, free of errors (to the author's best knowledge) and conform to the journal's housestyle requirements, that full author affiliations and contact details have been supplied, and that the author has provided an electronic version of the paper on disk or as an e-mail attachment.
- Establishing and recording the Received/Revised/Accepted dates for all papers,