



Organization Studies invites Special Issue proposals on important topics that fall within the [aims and scope](#) of the journal. Special Issues are very important in providing an excellent platform for debate on important issues for our field, for drawing attention to topics, approaches and perspectives we regard as significant; and for consciously shaping the intellectual agenda in our field.

These instructions have been designed in order to help potential Guest Editors to prepare Special Issue proposals, and the *Organization Studies* editorial team to evaluate them.

Selection of Special Issues will be made by the Editors-in-Chief based on the criteria outlined below. During the evaluation process, the *Organization Studies* editorial team may ask experts in the area of the Special Issue topic to give their opinions on the proposal. Selection decisions are made twice a year, in February and in October. Hence, there are two deadlines for submission of Special Issue proposals: 31 January, and 30 September. Please submit your proposal to: osofficer@gmail.com.

Special Issue proposals must contain the following elements:

1. Name and affiliation of proposed Guest Editors
2. Short CV of proposed Guest Editors, including a list of major publications and editorial experience. Please note that we expect the team to reflect geographic and gender diversity. It is also required that a current Senior Editor of *Organization Studies* is a member of the Guest Editor team. We recommend a team of 4 Guest Editors (including the Senior Editor); 5 is the maximum.
3. Call for Papers for the Special Issue. This Call for Papers must include:
 - A provisional title of the Special Issue
 - Justification for dedicating an entire issue of *Organization Studies* to this Special Issue topic: what is its broad appeal and what are its projected theoretical, practical and policy implications for the field?
 - The Special Issue's objective(s)
 - The Special Issue's scope, including potential themes to be addressed in the Special Issue
 - Examples of questions that would meet the objective of the Special Issue (for examples of previous Calls for Papers)
4. Potential Guest Editors should list other Special Issues or special sections that have been published, or will be published, by *Organization Studies* or other journals and which are devoted to the proposed or a related topic. In addition, they should show how their proposed Special Issue is unique and innovative in comparison, and explain how it will add to existing literatures, as well as showing how the issue might dovetail into already existing debates. There is a balance to be struck, creating novelty whilst showing there is enough existing interest and capacity to acknowledge the resonance of such novelty. It is also worth considering whether communities typically understood as outside of, but adjacent to, *Organization Studies* might be engaged in or stimulated by the Special Issue topic. Special Issues are often a good way of bridging academic boundaries.
5. A plan explaining how the Call for Papers will be advertised beyond publication on the journal- and the EGOS websites (e.g. other websites, distribution lists, conferences, associations, etc.). Potential Guest Editors

should be aware that a minimum number of 60-70 initial submissions are required to run a Special Issue successfully.

6. Special Issues must be truly open to any researcher working on the addressed topic. This requirement means that Special Issues cannot be restricted to researchers participating in specific workshops, symposia or small group meetings. Special Issues in *Organization Studies* are also not meant for commissioned work.

7. Potential Guest Editors should make an effort to attract contributors from around the world. This will help enhance the Special Issue content by providing a variety of perspectives. Potential Guest Editors are therefore asked to explain in their proposal how they plan to attract researchers internationally.

8. Potential Guest Editors are required to adhere to *Organization Studies*' editorial processes and turnaround times, using the online submission and manuscript tracking system ScholarOne Manuscripts. These editorial procedures include a rigorous peer-review process which ensures that only the highest-quality manuscripts will be selected for inclusion in the Special Issue. Guest Editors are also asked to include a list of potential reviewers in their proposal (including reviewers who are members of the *Organization Studies* Editorial Review Board). It is important for both reviewers and Guest Editors to adhere to the timing standards set by the journal.

9. Guest Editors will work closely with our Editorial Office. Each Special Issue will be assigned an Editor-in-Chief who approves all decisions recommended by the Guest Editors. The Senior Editor on the Guest Editor teams serves as contact for our Managing Editor and the Editors-in-Chief.

10. Potential Guest Editors should normally select up to five or six papers to be included in the Special Issue and also write an introduction to the Special Issue. If too few papers are initially submitted or reach the required high standard for publication, the Editors-in-Chief may change the Special Issue into a special themed section of a journal issue in which also regular papers will be published, or cancel the Special Issue entirely.

11. It is *Organization Studies*' policy that Guest Editors will not submit their own papers for consideration/publication in the Special Issue.

12. Before inviting a Guest Editor Team, procedures and expectations will be clarified in a personal conversation with the Editors-in-Chief and the *Organization Studies* Editorial Office.