Organization Studies invites Special Issue proposals on well-defined topics that have broad appeal and fall within the aims and scope of the journal.

Special Issues provide an excellent opportunity to review a topic, examine previously unaddressed aspects of it, propose and develop new approaches, exchange perspectives and encourage new lines of research.

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, early February and early October. Hence, there are two deadlines for submission of SI proposals: 31 January, and 30 September. Please submit your proposal at: 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.

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, please refer to past issues of the journal)

4. Potential Guest Editors should list any other Special Issues or special sections that they are aware of that have been published, or will be published, by other journals and which are devoted to the proposed or a closely related topic. In such cases, potential Guest Editors 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 Organization Studies might also be engaged in or stimulated by the SI topic. SI's are often a good way of broaching academic boundaries.

5. A plan explaining how the call for papers will be advertised beyond publication in the journal and through the EGOS website (e.g. other web sites, distribution lists, conferences, associations, etc.). Potential Guest Editors should be aware of the requirement that 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.

6. 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.

7. Potential Guest Editors' are required to adhere to Organization Studies editorial processes and turnaround times (please see below), using the online submission and manuscript tracking system Manuscript Central (http://mc.manuscriptcentral.com/os) for which training and support will be provided. 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 member of the OS Editorial Review Board). It is important for both reviewers and Guest Editors to adhere to the timing standards set by the journal.

8. 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 reach the required high standard for publication, the Editor-in-Chief may change the SI into a Special Themed section of a journal issue in which also regular papers will be published, or cancel the Special Issue entirely.

9. More generally, the editorial team of Organization Studies is particularly keen to support special issues that resonate with the signature statement of the journal (see Hjorth & Reay: Moving Entrepreneurially Ahead, Organization Studies, 2018, vol. 39, 1: pp. 7-18). Special Issues are unique occasions for pushing the perspectives and objectives highlighted in the statement.

**Nature and format of Special Issue submissions**

Manuscripts submitted to a Special Issue should adhere to Organization Studies Aims and Scope and contributor guidelines for submitting a paper: http://www.uk.sagepub.com/msg/oss.htm#HOWTOSUBMITYOURMANUSCRIPT

The Guest Editors will screen initial submissions for their general adherence to the above guidelines. Good quality submissions that meet the journal's aims and scope, but which do not meet the specifications of the Special Issue call for papers, may be recommended to the Editor-in-Chief for consideration for publication as a regular paper. Guest Editors should be aware of page length restrictions, appropriate use of footnotes, endnotes, figures and tables as they manage manuscripts through the review process. Although formal copy editing occurs after manuscripts are accepted,
Guest Editors should not accept manuscripts with a poor standard of English or which include terms that might be unfamiliar to the journal’s international interdisciplinary readership.

**Editorial process.** The process for handling submissions to a Special Issue is almost identical to that for regular submissions to Organization Studies. The use of a guest editorial team and selected reviewers allows for highly focused expert feedback and considerable development of the submitted manuscripts.

All manuscripts are submitted to Manuscript Central, our online submission system. Guest Editors should assign suitable reviewers to each manuscript to be sent out for review. The Guest Editor will receive the reviews for each manuscript, make a decision about its status (reject, revise or accept), and communicate that decision to the corresponding author. All correspondence, including review invitations, review comments and decision letters, is channeled through the Manuscript Central Web-based system. This process should be completed for every submission until all manuscripts are ready for final editorial decision (accept or reject). Authors are notified of decisions as they are made by the Guest Editors. Guest Editors see all submissions to the Special Issue through to final decision, and recommend up to five papers for inclusion in the Special Issue to the Editor-in-Chief. In the event that more manuscripts are considered acceptable than can be accommodated in the Special Issue, the Guest Editors may recommend to the Editor-in-Chief that they be published in regular issues of the journal. Ultimately, the Editor-in-Chief decides which manuscripts to include in the Special Issue.

**Turnaround times.** Naturally, authors wish to receive both timely and constructive reviews and decisions for their submissions. Therefore, reviewers are asked to comment within one month and reminders are sent to reviewers once their review becomes overdue. Guest Editors are also given a one week deadline for suggesting reviewers or drafting a decision letter after all the reviews have been received. The editorial process seeks to secure the same timely performance for Special Issue submissions as that provided for regularly submitted manuscripts.

**Guest Editors’ introductory editorial review.** The Guest Editors will typically write an editorial review of up to 8,000 words, introducing the Special Issue and its content and providing a synopsis and integrative analysis of the collective contributions of the Special Issue articles. This article is subject to review by the Editor-in-Chief and/or Co-Editors.

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