

Corporate Governance and Sustainability Review: Special Issue Policy

What is a Special Issue?

Special Issues are collections of papers centered around a subject of special interest and are organized and led by subject experts who take on the role of Guest Editor of the Special Issue. All submissions follow the same peer review process as regular papers. Special Issue articles must not consist of overviews of the authors' previously published work e.g. peer-reviewed articles, book chapters, official reports etc.

Submitting a Special Issue Proposal

The Journal Editorial Office usually invite scholars to guest edit Special Issues on topics of interest to the scientific community. We welcome proposals from our readers and authors submitted directly to us on a topic within their field of expertise. If you have an idea for a Special Issue, please, submit the proposal via the journal's website to the Editor-in-Chief of the journal or Managing Editor.

The Special Issue proposal must include:

- The Special Issue's tentative title. The title should clearly reflect the subject of interest.
- Paper submission deadline.
- List of Guest Editor(s) including names, affiliations, email addresses, websites, research interests.
- A summary of the Special Issue (about 200 words).
- Information for planned papers or a list with at least 15 potential authors. Following the peer review process, not all planned papers may be suitable for publication. We recommend to take this into account and propose more planned papers than the Guest Editor would expect to have included in the Special Issue. This includes the names, emails, and affiliations of the authors and optionally the tentative title of the planned papers.
- The customized Call for Papers letter prepared by the Guest Editor(s). The call for papers letter will be used to invite scholars to submit their research to the Special Issue. It should contain a brief description of the Special Issue and motivate the potential contributors to submit their research.
- The plan to promote the Special Issue. The Guest Editor should let us know how to intend to advertise the Special Issue and attract potential contributors.

Guest Editor Responsibilities and Ethics

The journal Policies on Publication Ethics can be found at here <https://virtusinterpress.org/Publication-ethics-policy.html>.

The journal is member of the Committee on Publication Ethics (COPE). We support its Code of Conduct <https://publicationethics.org/core-practices> and its Best Practice Guidelines <https://publicationethics.org/guidance/Guidelines>.

Content Relevance: The Guest Editor must ensure the published content within the Special Issue is in line with the title and stated scope of the journal.

Citation Policies: The Guest Editor must not ask authors to include references merely to increase citations to their own or an associate's work, to the journal, or to another journal they are associated with. The addition of references not relevant to the work is strongly discouraged. In accordance with COPE guidelines, we expect that "original wording taken directly from publications by other researchers should appear in quotation marks with the appropriate citations". This condition also applies to an author's own work. COPE have produced a **discussion document on citation manipulation** <https://publicationethics.org/citation-manipulation-discussion-document> with recommendations for best practice.

Editor's Submission: The Special Issue may publish submissions from the Guest Editor(s), but the number of such submissions should be limited to a maximum of 20% but not more than two papers based on the publications within each Special Issue. Any paper submitted by a Guest Editor will be handled by an Editorial Board member.

Confidentiality: The Guest Editor should protect the confidentiality of all material submitted to the journal. This includes all communications for Editors only and the identity of reviewers, unless it is an open peer review after publication and reviewers have signed their review report.

Conflicts of Interest: All those involved in the peer review process must carefully consider and declare any conflicts of interest when participating in the review, decision-making process, and publication of a paper. All associations that interfere with, or could be potentially perceived as interfering with, the full and objective assessment, peer review, and decision-making process must be declared. Even if an Editor believes that the existence of a conflict of interest, or several conflicts of interest, will not impact the peer review or decision-making process, the Editor should remove themselves from the process to avoid the perception of a conflict of interest and to protect the integrity of the peer review process. In the event of a conflict of interest, an alternative Editor will be found. Please check [here](#) for more information.

Declaration of Competing Interests: Any potential editorial conflicts of interest should be declared to the publisher in writing prior to the appointment of the Editor and then updated if and when new conflicts arise. The publisher may publish such declarations in the journal.

Guest Editor Duties

- Preparing the Special Issue's title, summary, and keywords to introduce this issue to authors and readers;
- Providing a list of potential contributors and inviting investigators in the field to contribute;
- Pre-screening and supervising the whole peer review process and making decisions about new submissions in their Special Issue;
- Promoting the Special Issue if the opportunity arises.

Special Issue should consist of at least 4 or more papers, in addition to an editorial written by the Guest Editor(s).

The review process and editorial procedure

Guest Editors should make it clear to authors that being invited to submit a paper is not a guarantee of its publication. The Guest Editors should refer the authors to the Instructions for

authors used at the web-page of the journal <https://virtusinterpress.org/Instructions-for-authors.html>

Authors should submit their papers to the appropriate Special Issue, by email following the journal Instruction guidelines <https://virtusinterpress.org/Instructions-for-authors.html>. Managing Editor of the journal should facilitate the process of receiving the papers submitted to the Special issue and inform the Guest Editors about it.

The process of reviewing should be undertaken according to the reviewing process applied to the regular issues of the journal <https://virtusinterpress.org/Submission-and-reviewing-of-the.html>.

The Guest Editors should follow the respective policies and guidelines used by the Editors of the journal <https://virtusinterpress.org/Submission-and-reviewing-of-the.html>

The Guest Editors should make a final decision about the final acceptance of the paper for publishing and inform the Editor-in-Chief and Managing Editor of the journal about it.

Once the relevant number of papers is published (the papers are published in the rolling mode upon its acceptance) the Guest Editors should write an Editorial and once the Editorial is published the Managing Editor of the journal fixes that the full Special issue has been published and addresses a news at the journal web-page about it.