

Special Issues of the *MIS Quarterly* have a twofold purpose. First, they assist readers of the *MIS Quarterly* who have an interest in the topic of the Special Issue to access in one place a set of papers that describe high-quality research on the topic. Second, they motivate colleagues who have an interest in the topic of the Special Issue to undertake research on the topic by (1) putting in place a developmental reviewing infrastructure specifically designed to assist them in their efforts to produce *high-quality* papers on the topic and (2) providing them with timely professional recognition that results if their paper is published as part of a Special Issue of the *MIS Quarterly*. Special issues typically focus on emerging topics, topics or methodologies that have not normally appeared in *MIS Quarterly*, or specific problem domains (e.g., scientific computing, bioinformatics, entertainment, etc.).

MIS Quarterly actively encourages the submission of proposals for Special Issues. Such proposals must comply with the following requirements:

1. Proposals for a Special Issue of the *MIS Quarterly* must be submitted to the Editor-in-Chief for approval. The Editor-in-Chief will make a decision on whether to proceed with a Special Issue in light of whether she/he believes (a) the topic is congruent with the mission of the *MIS Quarterly*, (b) the Special Issue will receive sufficient support from the Editorial Board of the *MIS Quarterly* to provide the appropriate reviewing resources, and (c) the editorial standards of the *MIS Quarterly* will be maintained. The Editor-in-Chief may seek advice from the Senior Editors of the *MIS Quarterly* when making a decision on whether to accept or reject a proposal for a Special Issue.
2. Proposers of a Special Issue must provide a draft Call for Papers to the Editor-in-Chief. The Call for Papers must specify clearly the Special Issue topic, goals, sample research areas or questions, scholars who will be asked to serve as Associate Editors of the Special Issue, and the timetable to be followed in the processing of papers for the Special Issue. In addition, the Call for Papers must indicate the following:
 - (a) Proposers must inform authors that their papers will receive an initial screening and that only papers deemed to have a reasonable chance of acceptance after a few rounds of accelerated review will enter the review process. Papers that do not pass this initial screening will not be considered further.
 - (b) In the case of papers that pass the initial screening, proposers must inform authors that a maximum of three rounds of reviews will be undertaken on their papers. If their papers are not accepted by the end of the third round of reviews, their papers will be rejected. Moreover, their papers will enter a third round of

reviews only if the revisions to be undertaken after the second round of reviews are relatively straightforward.

- (c) Proposers must inform authors that they must adhere to a strict schedule for submission and revision of papers. Papers that miss the deadlines will be removed from the review process and considered no further.
- (d) Proposers must specify that (i) the first round of reviews will be provided within three months of the initial submission date, (ii) the first revision of the paper will be due within three months of the return of the first round of reviews, (iii) the second round of reviews will be provided within two months of the receipt of the first revision of the paper, (iv) the second revision of the paper will be due within two months of the receipt of the second round of reviews, and (v) a final decision on the paper will be made within two months of the receipt of the second revision of the paper. In proposing the timetable for the Special Issue, proposers should take care that deadlines do not occur during those times of the year where many colleagues who might be involved with the Special Issue are likely to be otherwise occupied (e.g., attending the International Conference on Information Systems). In particular, depending on the number of submissions received, proposers may need to set aside a week or more of their time to screen papers initially and to put in place associate editors and reviewers.

The Editor-in-Chief will decide the initial viability of a proposal for a special issue when it is received. Proposals that are deemed not viable will be returned to the proposers, possibly with encouragement for a revision. Proposals that are deemed viable will be distributed to the other Senior Editors for comments. Based on these comments, the Editor-in-Chief will decide whether or not the proposal is accepted.

- 4. To facilitate comparing Special Issue proposals, proposals will be considered two times a year. Specifically, proposals must be submitted to the Editor-in-Chief by February 28 and August 30 of each calendar year.
- 5. Proposers of Special Issues are encouraged to solicit a review paper to be included in the Special Issue. The review paper is the only paper in the special issue that can be an invited paper. Regardless of whether or not a paper is invited, it must follow the review process established for MISQ Review. Proposers of Special Issues are encouraged to seek the assistance of the Senior Editor for MISQ Review in screening and evaluating review papers submitted to the Special Issue.
- 6. The due date for submission of papers to a Special Issue must be no earlier than six months from the day the Special Issue is first publicized on ISWorld and no later than 12 months from the day the Special Issue is first publicized on ISWorld.
- 7. The Editor of a Special Issue must be either (a) a current Senior Editor of the *MIS Quarterly* at the time the proposal for the Special Issue is submitted to the Editor-in-Chief or (b) a past Senior Editor when the proposal for the Special Issue is submitted

to the Editor-in-Chief. Alternatively, two individuals can act as Coeditors for a Special Issue, one of whom must be a current or past Senior Editor of the *MIS Quarterly*. In exceptional cases only, three individuals will be permitted to act as Senior Editor for a Special Issue, one of whom must be a past or current Senior Editor of the *MIS Quarterly*. In no case will more than three individuals be permitted to act as Senior Editors for a Special Issue. Where Coeditors are proposed for a Special Issue, the Editor-in-Chief of the *MIS Quarterly* must be informed of the role that each Coeditor will play at the time the Special Issue is first proposed. The Editor or at least one Coeditor must demonstrate expertise in the topic area, methodology, or problem domain of the proposed Special Issue. The publication record and editorial experience of the proposed Special Issue Editors or all Coeditors will be considered when evaluating proposals.

8. In the event there are Coeditors for a Special Issue, the decision to accept, reject, or invite revisions to a paper must be made by all Coeditors. In the event disputes arise between the Coeditors about the disposition of a paper, the Editor-in-Chief will make the decision.
9. If the Editor-in-Chief approves a proposal for a Special Issue, the Editor or Coeditors for the Special Issue must estimate the number of papers they expect to see submitted for the Special Issue. They must then obtain agreement from a sufficient number of Associate Editors on the *MIS Quarterly* Editorial Board to act as Associate Editors for papers submitted to the Special Issue. Potential Associate Editors must be informed of and agree to the timetable established for the Special Issue. The names of Associate Editors who have agreed to assist with the Special Issue must be submitted to the Editor-in-Chief for approval. The Call for Papers for the Special Issue can be made only after the Editor-in-Chief has given approval to the names of Associate Editors who have agreed to assist with the Special Issue. In exceptional circumstances (e.g., where the number of colleagues who have expertise on the topic of the Special Issue is small), the Editor-in-Chief may permit the Editor or Coeditors of a Special Issue (a) not to use Associate Editors or (b) to designate some colleagues as Guest Associate Editors who are not members of the *MIS Quarterly's* Editorial Board.
10. Under no circumstances can the Editor or Coeditor of a Special Issue be an author or a coauthor of a paper submitted for consideration as a publication in the Special Issue. All papers accepted for a Special Issue will be published in a single issue of the *MIS Quarterly*. In the usual case, therefore, five to seven papers will need to be accepted before a Special Issue will proceed to publication. In the event that less than five papers are accepted for the Special Issue, the Special Issue will be aborted and the accepted papers will be published in a normal issue of the *MIS Quarterly*. In the event that more than seven papers are accepted for the Special Issue, in exceptional cases the Editor-in-Chief may permit two issues of the *MIS Quarterly* to be devoted to the Special Issue (e.g., 10 to 14 very high-quality papers have been accepted). Otherwise, the Editor or Coeditors of the Special Issue must decide on which five to seven papers will appear in the Special Issue. In making this decision,

the Editor or Coeditor should consider factors like breadth of coverage of the topic of the Special Issue, the presentation of alternative perspectives on the topic, and the coherency among selected papers as the basis for determining the selection of papers to appear in the Special Issue. Those papers that have been accepted for the Special Issue but are not selected for publication in the Special Issue will be published in a normal issue of the *MIS Quarterly*.