

Special Issues of the *MIS Quarterly* are undertaken to attract and publish novel, forward-looking work on important topics, thereby stimulating research in new directions and having a major impact on the field. Special issues typically focus on emerging topics that have not normally appeared in *MISQ*.

As a “big tent” journal, *MISQ*’s Special Issues are formulated to attract work on the topic from the breadth of the field. Accordingly, the guest Senior Editors as well as the editorial board for the Special Issue represent diverse perspectives and methods pertaining to the topic.

Special Issues assist readers of *MISQ* 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 and impactful papers on the topic in a timely manner and (2) providing them with timely professional recognition that results if their paper is published as part of a Special Issue of *MISQ*.

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

1. Proposals for a Special Issue of *MISQ* 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 Special Issue is congruent with the mission of *MISQ*, (b) the Special Issue will catalyze research and attract papers that differ from the types of papers submitted regularly to the journal, (c) the formulation of the Special Issue represents the diversity of perspectives and methods in the IS community, (d) the Special Issue will receive sufficient support from the Editorial Board of *MISQ* to provide the appropriate reviewing resources, and (e) the editorial standards of the *MISQ* will be maintained. 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 either returned to the proposers as unsuitable or a revision will be encouraged. The Editor-in-Chief may solicit advice on the proposal from the Senior Editors of the *MISQ*.
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 editorial pre-

screening 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 a timeline for the process. A plausible such timeline used in recent Special Issues is (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 five months of the return of the first round of reviews, (iii) the second round of reviews will be provided within three months of the receipt of the first revision of the paper, (iv) the second revision of the paper will be due within four 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.

Special issues in recent years have incorporated a paper development workshop as part of the process for those papers that receive a revision invitation after the first round of review. The workshops have been held mid-point during the first revision cycle.

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.

3. The due date for submission of papers to a Special Issue must be no earlier than three months from the day the Special Issue is first publicized on AISWorld and no later than 12 months from the day the Special Issue is first publicized on AISWorld.
4. The Senior Editors of a Special Issue must include a current or a past Senior Editor of the *MISQ* at the time the proposal for the Special Issue is submitted to the Editor-in-Chief. The *MISQ* Editor-in-Chief must be informed of the role that each Coeditor will play at the time the Special Issue is first proposed. The Senior Editor team must demonstrate the diversity in expertise related to the topic area, and in perspectives and methods relevant to the Special Issue. The publication record and editorial experience of the proposed Special Issue Editors will be considered when evaluating proposals.

5. In the event there are multiple 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.
6. If the Editor-in-Chief approves a proposal for a Special Issue, the Senior Editors for the Special Issue must estimate the number of papers they expect to see submitted for the Special Issue. The Senior Editors for the Special Issue must also recruit an Editorial Review Board for the Special Issue to serve as Associate Editors (in addition to serving as Associate Editors, the Editorial Review Board may serve as reviewers). *MISQ*'s Associate Editor board may also participate as AEs for the Special Issue. The Senior Editors of the Special Issue will coordinate with the Editor-in-Chief to solicit participation from the *MISQ* Associate Editor board.
7. Under no circumstances can the Senior Editors for 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 *MISQ*.