

Guidelines for the supervision of special issues

1. The editors of the journal Business & Information Systems Engineering (BISE)/WIRTSCHAFTS-INFORMATIK entrust experts – usually members of the editorial board supplemented by qualified guest editors from science and practice – with the autonomous supervision of special issues in consultation with the editor-in-chief and the department editors. Besides the regular issues, BISE usually publishes three special issues per year that are dedicated to special topics.
2. The schedule is usually proposed by the editorial staff. It needs to allow for the possibility to conduct at least two rounds of constructive and double-blind reviews of the submissions and subsequent substantial revisions by the authors.
3. The call for papers should be published at least 14 months/7 issues before publication of the special issue. The (guest) editors distribute the call for papers via the established national and international channels on their own responsibility. Thereby they may use for example FB WI, WKWI, ISWorld, topic- or subcommunity-specific lists. Furthermore, the (guest) editors may promote the special issue on international conferences and invite best paper nominees or winners to submit extended manuscripts of their conference papers.
4. All research papers (including the state of the art contributions intended for the special issue) are handled according to the regular review process of the journal. Before inviting reviewers and initiating the review process, each manuscript's suitability regarding the topics of the special issue as well as the journals requirements concerning relevance and rigor need to be checked by the (guest) editors. We recommend special issue editors not to involve additional associate editors, or limit this to special cases. Manuscripts that are considered as not being ready for review can be rejected or assigned with the status major revisions directly (in coordination with the editor-in-chief). The review process includes the creation of critical and constructive reviews in a double-blind process by at least three reviewers that should include at least two reviewers from science and one from practice. It needs to be ensured that the authors do not become aware of the reviewers' identities and vice versa. If conflicts of interest may arise, for example in case of submissions from one (guest) editor's own scientific network, the entire review process needs to be managed by another (guest) editor or the editor-in-chief.

Note: The review processes for the sections BISE – Research Paper and BISE – State of the Art in the special issues are supported by the journal's online submission system. Please consider the respective documentation – particularly with respect to the approval processes in cooperation with the editor-in-chief.

5. The (guest) editors of the special issue need to write an editorial. A good guideline for the usual length is given by an amount of approximately 8,000 characters including spaces. The final version needs to be approved by the editor-in-chief.
6. In cooperation with the editor-in-chief the (guest) editors decide which manuscripts should be published. Therefore, they rely on the reviews provided by the invited reviewers as well as their own judgment. The number of characters (including spaces) of all selected manuscripts (including the associated summaries and one state-of-the-art contribution) should not exceed 250,000. Maybe some manuscripts cannot be considered for publication in the special issue due to the tight schedule, even though they might be ready for publication after one or more additional revisions. In case of

acceptance, such manuscripts can be published within subsequent regular issues of BISE. If (guest) editors identify such manuscripts, the editor-in-chief needs to be informed. The authors need to be notified correspondingly.

7. Besides the editorial and the manuscripts considered for publication in the section BISE – Research Paper (usually three to four), special issues contain one article of the sections BISE – State of the Art, BISE – Catchword, and BISE – Profile. The (guest) editors need to ensure, in cooperation with the department editors, that these articles are completed within the given editorial deadline (cf. point 8). For the section BISE – Profile the (guest) editors need to acquire an outstanding personality and conduct the interview in coordination with the department editor. Usually, the (guest) editors are also responsible for the procurement of the manuscripts submitted to the section BISE – State of the Art. Contributions for the section BISE – Catchword can be acquired by the (guest) editors as well; although the review process is usually managed by the department editor. In case of not having enough contributions, the sections should be filled by drawing on the department editors’ pipeline. If deviations from the usual process cannot be avoided, an agreement with the department editors and the editor-in-chief needs to be achieved at an early stage. The entire content that should be published in the special issue needs to be approved by the editor-in-chief at the end of the first round of the review process.

Note: Special issues as well as regular issues must not contain more than **one** article from the same institution. This includes the sections BISE – Research Paper, BISE – State of the Art, and BISE – Catchword.

8. The editorial deadlines end on the 15th, three month before the issue is released (see Table 1). For example, July 15th is the editorial deadline for issue 5 (released in October). This means that at this point in time **all** contributions need to be submitted to the editorial staff in a printable. The (guest) editors need to ensure that all contributions are consistent to the journal’s requirements regarding content and style. In accordance with all issues of the journal, a final proof reading of the typeset version by the authors is required before publication.

Table 1 Editorial deadlines

Issue	Month	Editorial deadline
1	February	November 15 (preceding year)
2	April	January 15
3	June	March 15
4	August	May 15
5	October	July 15
6	December	September 15

9. After **every single** round of the review process the results need to be approved by the editor-in-chief. For this purpose, the following information should be provided:
 - Nomination of the manuscripts that should be accepted or rejected with explanation;
 - Information whether and how to deal with the remaining manuscripts that should be resubmitted;
 - If possible references to noticeable occurrences or particular weaknesses of authors or reviewers.
10. The editor-in-chief and the editorial staff are pleased to provide further explanations and information. Please do not hesitate to contact them. If there are any disagreements between the parties involved in the special issue, the editor-in-chief is pleased to assist. If necessary, the editor-in-chief will also make individual and final decisions in cooperation with the parties involved.