

## Guidelines for the supervision of special issues

1. The editors of the journal Business & Information Systems Engineering (BISE) 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 optionally 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 the 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 the WI, AI or GI FB WI, 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 requirements of the journal 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. It is also possible to include up to one reviewer 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. Moreover, we expect the (guest) editors of the special issue not to submit articles themselves (including co-authored articles) despite the editorial. 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 submissions to the special issues are subject to the same formal requirements (e.g., regarding length restrictions) as submissions for regular issues. 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 five), special issues contain one article of the sections BISE State-of-the-Art, BISE Catchword, and BISE Profile/Interview. The Catchword is provided by the BISE dedicated section editor, (guest) editors may, however, provide suggestions in direct consultation with the section editor. The (guest) editors are responsible to provide the Profile/Interview and if reasonable, the State-of-the-Art article. 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/Interview 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. 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. 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, four months before the issue is released (see Table1). For example, July 15<sup>th</sup> 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 form. The (guest) editors need to ensure that all contributions are consistent with the requirements of the journal regarding content and style<sup>1</sup>. In accordance with all issues of the journal, final proofreading of the typeset version by the authors is required before publication.

*Table 1. Editorial Deadlines.*

<b>Issue</b>	<b>Month</b>	<b>Editorial deadline</b>
1	February	October 15 <sup>th</sup> (preceding year)
2	April	December 15 <sup>th</sup> (preceding year)
3	June	February 15 <sup>th</sup>
4	August	April 15 <sup>th</sup>
5	October	June 15 <sup>th</sup>
6	December	August 15 <sup>th</sup>

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:
  - The nomination of the manuscripts that should be accepted or rejected with explanation (this is usually ensured by the journals submission system and require no action);

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<sup>1</sup> As we currently do not enforce templates this only requires to hand in the manuscript in .docx or .tex format together with all illustrations in their original format.

- 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 (this is usually ensured by the decision letter that is formulated by the (guest) editors).

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.

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