

Guidelines for Guest Editors of Special Thematic Issues of Scholarly Articles- Business and Human Right Journal.

Once a proposal for special thematic issue (scholarly articles section) has been selected for publication by the BHRJ's Editors-in-Chief (EICs), one EIC will be assigned to work closely with the guest editors. The EICs will work to ensure that the special issue is consistent with BHRJ standards, including, to the extent possible, achieving geographical diversity as well as representation of different academic disciplines among the authors.

The duties of the guest editors for a special thematic issue include the following:

1. Work with the assigned EICs to develop and finalize a publication timeline for the special issue.
2. If applicable, draft and disseminate a call for papers for the special issue. The EICs will assist with advertising the call on the BHRJ website and other channels such as the BHRJ twitter feed and blog.
3. If applicable, review proposals from potential authors and/or invite authors to contribute an article as part of the issue. Typically most special issues should contain between 4 to 6 scholarly articles. The EICs will also review the proposals from potential authors and participate in the approval process, as described in point 4 below.
4. If applicable, invite selected authors to submit completed drafts and ensure they meet the deadline for their initial submission. Selection of the roster of invited authors needs to be approved by the EICs.
5. Once submissions are received, review the article and decide whether it is suitable to send for peer review. If it is a desk rejection, contact the author concerning the decision not to publish the piece. Some pieces may not be ready for peer review, but require additional revision. In that instance, communicate with the author regarding proposed revisions as needed.
6. For those articles ready for peer review, select reviewers and send out draft for double blind peer review. The guest editors will have access to the BHRJ platform on Scholar One and will be able to use Scholar One to facilitate the article peer review and the revision process. The EICs may be consulted on suggestions for potential reviewers.
7. Monitor the peer review process to ensure reviewers complete their reviews in a timely fashion. Once the peer review process is complete, make a decision as to whether a given article will be accepted, rejected, or the author will be asked to revise and resubmit, or make minor changes as part of a conditional offer. EICs should be consulted on various decisions on the manuscripts after peer review is complete.
8. Share peer reviews with the authors and oversee any revision process for manuscripts. This will also involve guest editors reviewing submissions and providing their

additional comments and feedback to the authors in the decision letter in order to assess, provide context for, and supplement the reviewers' comments

9. Decide whether an article is accepted for publication, after any final revisions are made. Consult the EICs and also seek their approval and sign-off.
10. Once an article is accepted for publication, but prior to sending it for copy editing, review the article and work with the author to ensure that the draft conforms to the BHRJ style guide, and that all citations are properly formatted. Note this will require the guest editors to familiarize themselves with the BHRJ style guide and citation form. Experience shows that the earlier in the process an author conforms to these technical requirements the more likely and timely the path to publication will be and the easier the workload will be for the guest editors. Hence guest editors should encourage authors to adhere to these standards, including the word limitation, in the first draft submitted for consideration.
11. Once the article is ready for publication, send the draft for copy editing via the Scholar One platform. Share the article with the EICs for final review and sign off.
12. Work with the copy editor to ensure that the author reviews page proofs in a timely fashion and makes any necessary corrections. The guest editor should also review all page proofs after the author has reviewed and provide additional corrections if any.
13. Draft a guest editorial which provides an overview of the special thematic issue and a summary of articles part of the special issue. Again, experience shows that the earlier the guest editors begin to draft the editorial the better the editorial will turn out.
14. Determine the order of articles as they should appear in the table of contents.