



Coordination of a special issue of the *Revue française de gestion*

Selection of special issues by the editorial board

Each year, the *Revue française de gestion* (Rfg) publishes several special issues. The special issues are selected by the editorial board on the basis of proposals submitted to it by the editor-in-chief. As a general rule, after the initial proposal has been submitted, the editorial board requests changes from the authors of the proposal, which they must then incorporate in order to submit a second version. To be eligible for selection, proposals for special issues must be submitted by at least two authors, if possible from two different institutions. It is also important that proposals are relevant to all researchers in management sciences, regardless of their discipline.

Dissemination and communication on special issues

Once a call for papers has been approved by the board, it is then disseminated by the Rfg on social media and to institutions (e.g. Fnege). Guest editors are expected to participate in this effort by sharing the call for papers via their social media accounts and within their networks. Generally speaking, a period of at least nine months is allowed between the date of publication of the call and the submission date, to give authors time to write their proposals. If they wish, guest editors may organise a workshop a few months before the submission deadline to assist with the development of papers.

Editorial management of articles

All articles submitted for the special issue must be submitted via the Rfg's Fontis platform. To manage the articles, each team of guest editors is given a login and password that allows them to access the platform, which team members can use to log in. It is via the platform that reviewers can be assigned by guest editors, letters to authors can be written, etc. To help them get to grips with the platform, which is easy to use, a meeting is organised with the editor-in-chief a few days before the deadline for submitting articles. The articles in the dossiers are evaluated using a "double-blind" process (the reviewers do not know the authors' names and the authors do not know the reviewers' names). It is the responsibility of the guest editors to ensure that the review process is as rigorous as possible. Thus, to avoid conflicts of interest, reviewers must not be from the same institution as the authors and must not work regularly with the authors. The platform provides a large pool of reviewers that editors are free to use. They may, of course, add other reviewers they deem relevant. The editorial management process generally takes between six months and a year and a half. Guest editors must regularly review the progress of the issue with the editorial team so that its release can be planned. Meeting deadlines is crucial for the journal. It is imperative that guest editors adhere to them (not hesitating to follow up with reviewers if necessary).

Rules for compiling a special issue

Guest editors may not publish articles in the dossiers they coordinate: however, they are responsible for writing an introductory editorial article. The purpose of this article is to introduce the articles in the

dossier, provide an overview of the issue and open up new perspectives. The introduction is submitted to the editorial team for review, and guest editors may also ask the authors of the articles in the dossier to review it. In terms of the number of articles, a minimum of four articles is required to publish a special dossier, with the norm being to publish four or five articles per dossier. In this context, if the number of submissions is too low to expect high-quality articles, a dossier may be cancelled. Conversely, if the number of submissions is high and there is the potential for a large number of high-quality articles, it is entirely possible to increase the available space by publishing 6 or 7 articles, or by producing 2 special dossiers. Thus, when it comes to special issues, only the quality of the articles should take precedence. In this context, if a high-quality article is submitted to the special issue but does not fully fit within the scope of the issue, the guest editors may redirect it to a standard submission. In addition to standard articles, editors may also ask one or two prestigious authors to write a guest article. They may also conduct interviews with professionals. When they wish to include articles that differ from standard double-blind articles, guest editors must first seek the approval of the Rfg editorial team. The final accepted version of the articles must comply with the Rfg's editorial guidelines.

In particular, each accepted article must include:

- a summary of the article of (approximately) 500 characters,
- a short title (avoid using ":"),
- an English translation of the summary and title of the article,
- a biographical note for each author (10 lines each),
- an email address where the author can be contacted.

Promotion by the editors-in-chief of special issues

Once the dossier has been published, guest editors are expected to participate in promoting the work **published** in the Rfg to professionals and the media. On the one hand, they are invited to present the special dossier on the Xerfi Canal IQSOG programme hosted by Jean-Philippe Denis. They are also responsible for encouraging the authors of the articles in the dossier to come and present their contributions on the programme. On the other hand, with the support of the Rfg editor-in-chief, they are responsible for considering possible outlets in the press and media for the published work (articles for *The Conversation*, opinion pieces in *Le Monde* or *Les Echos*, events to present the dossier, etc.).