Invited Paper
Editing Special Issues of JISE: Practical Guidance and Recommendations

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Editing Special Issues of JISE: Practical Guidance and Recommendations

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ABSTRACT

The *Journal of Information Systems Education (JISE)* periodically publishes special issues on selected topics that are stimulating and highly relevant to its community of readers. This invited piece, written by three authors who collectively have substantial experience of editing special issues, provides practical advice and guidance aimed at their colleagues within the field, be they seasoned academics or up-and-coming junior faculty, who may be interested in taking on the role of lead guest editor for future special issues of *JISE*.

Keywords: Journal editorship, Academic publishing, Peer review, Academic ethics, Diversity, Information systems education

1. INTRODUCTION

Since its inception in 1988, there have been eighteen special issues of the *Journal of Information Systems Education* (*JISE*), as listed in Appendix A. *JISE* welcomes proposals from academics from any region of the world who are keen on lead editing a special issue in an area that has strong potential to engage the international community and widen our readership.

Serving as a special issue editor helps IS education researchers build their profile and network and stimulates growth within their specialized field of study. It is an important role for academics and a measure of esteem. There is relatively little guidance, however, within the academic literature on what responsibilities are involved and how to go about doing this job effectively and efficiently. This invited piece aims to encourage potential special issue editors to contact *JISE* with their proposals and offers practical advice based on the authors' prior experiences in this role.

2. FROM START TO FINISH: HOW TO GO ABOUT MANAGING A SPECIAL ISSUE

2.1 Identifying the Topic and Formulating the Call

As a special issue editor, bear in mind that you are in competition with a large number of international journals and conferences that are also out there soliciting papers from the same pool of researchers. To succeed, it is vitally important that you have a firm understanding of your niche market. Choosing an attractive and interesting topic is key. It must be specialized enough to justify a special issue, yet not so narrow that there is a risk of receiving an inadequate number of submissions.

In advance of formulating your proposal, look at previous special issues of *JISE* and other leading IS/IT education journals, as well as tracks and mini-tracks of the major international conferences to get a sense of what might fly. Paying attention to mailing lists, special interest groups and on-line discussion fora is essential because you do not want to find yourself in a situation where there are other similar calls in circulation at the same time.

It may be tempting to jump on highly topical but transient issues. For example, during the COVID-19 pandemic, there were several calls for special issues of journals with the lure of rapid turnaround times. That led to quite a bit of opportunism with no small amount of pre-cooked ideas dressed up as new. The risk of latching onto the latest fleeting trend is that, by the time the special issue is actually published, it could already be passé. In addressing the notions of timeliness and relevance in the context of academic journal cycle times, Lee (1999) makes the point that "research about information technology itself can sometimes be outdated quickly … but my belief is that the lessons (both theory-oriented and practice-oriented) that we, in our roles as scholars, strive for are constant across technologies" and they "will endure, if they are good lessons."

The special issue topic must be an important and distinct research area with a critical mass of academics willing to contribute as authors, reviewers or assistant editors. The call for papers (CFP) should clearly state the rationale and need for a special issue, outline its envisioned contribution by situating it within the existing body of knowledge, and support this argument by citing relevant prior literature and relevant work in the archives of *JISE*. The CFP must be carefully crafted in such a way as to draw in potential authors and entice them to say, "this is right up my avenue; I want to be part of it." In this regard, having one or more well-recognized and reputable co-editors on board is very important as it gives added prestige to the special issue.

2.2 Choosing Your Partners and Encouraging Diversity

There are normally three or four editors for a special issue of *JISE*. When formulating a proposal, there should be diversity among the editors. Although there is no strict policy, it is suggested that at least one should be female and at least one should be male. If there are four editors, an even gender balance is preferable.

Unfortunately, as can be seen in Table A-2 in Appendix A, the composition of editor panels for past special issues of *JISE* has been quite male-dominated. There was not a female editor at all for twelve of the eighteen special issues to date. Just once has the balance tipped onto the female side. Were it not for the fact that former Editor-in-Chief Susan E. Kruck served on several special issues, the statistics would be even more skewed. This inequality needs to be addressed by getting the balance corrected in the future. Topaz and Sen (2016) and Metz and Harzing (2009) have previously flagged similar issues across leading journals in the disciplines of mathematical sciences and management, respectively. They make the point that failure to actively engage women as editors, reviewers and invited authors impedes women's career development and maintains the imbalanced *status quo*. The absence of gender diversity can also inhibit innovative thinking and impede the intellectual growth of a discipline.

Murray *et al.* (2019) demonstrate that editorial boards and review panels that lack gender and/or regional diversity tend to lead to exclusion and unfairness. They observed statistically significant disparities amongst acceptance rates for male and female authors in cases where the reviewer teams were not of suitably mixed gender. They also found that editors were more willing to accept papers from their own country. This may be due to subconscious affinity bias or, as it is termed in sociology, "homophily" – that is, the tendency for individuals to gravitate towards those who are of like kind as themselves.

Across all of the *JISE* special issues, Africa has only been represented once amongst the editors (Tanzania), and Asia twice (Hong Kong, Korea). No academic attached to an institution in South America has ever served as a special issue editor (see Tables A-3, A-4 and A-5 in Appendix A). Of course, this is not an issue unique to *JISE*. Similar mono-cultural domination has been observed across many leading business and management journals (Burgess & Shaw, 2010). Future special issues of *JISE* must aim to address this historical lack of regional diversity as it is no longer acceptable for any international journal to be confined in this way.

A cautionary word of advice: as lead guest editor, choose your co-editors and reviewers wisely. It is all very well reaching out to somebody for the sake of achieving gender and regional balance, but if you have no prior experience working with those individuals, unpleasant surprises might come just when you don't need them. Taking on a special issue editorial role is a major responsibility, especially if you are the lead editor. You need co-editors and reviewers that you can confidently depend upon, who are strongly committed to *JISE* and the special issue's content area. Not all editors need to be senior academics; up-and-coming junior faculty can bring tremendous energy and motivation. Therefore, when inviting other editors and reviewers to come on board, be sure to have a solid base of people that you have worked with before, or who are recommended by a trusted colleague, or have proven experience with *JISE* or other major international IS/IT educational journals or conferences.

The special issue proposal submitted to the Editor-in-Chief should include biographies and credentials of the guest editorial panel. It should also include a list of possible reviewers (all of whom should have been contacted in advance to obtain their agreement). The reviewer panel should be gender diverse (preferably with a minimum of 40% male and 40% female) and regionally diverse (with positive action being taken to include reviewers from historically under-represented areas).

2.3 Targeting Authors and Disseminating the CFP

All *JISE* calls for papers are open calls. There has yet to be an arrangement with any international conference for fast-tracking of papers. In the past, some special issues have grown out of conference tracks and workshops. The policy of *JISE*, however, is that special issues must receive papers through fully open channels, undergo independent blind review, and in their cover letters, authors must declare if an earlier version of the paper was published in a conference., If so, the authors should detail the extent to which their submission differs from the previous publication.

You need to go after your authors; don't expect that they will just come. Some of the more successful special issues of *JISE* attracted a very large pool of submissions, but that did not just happen of its own accord. The guest editors need to identify researchers within the space of the special issue and ensure that they receive the CFP. Go after experts as well as "new thinkers"

and emerging early-stage researchers who are beginning to make their mark. It is advisable to permit potential authors to submit outline abstracts for preliminary feedback on suitability.

A unique feature of *JISE* is that it accepts three types of submissions, all of which add value in their own particular way. In addition to research papers, *JISE* also invites "teaching cases" and "teaching tips." Including submissions of all three types in special issues is encouraged because doing so produces a more rounded portfolio of work, providing IS educators with useful knowledge spanning theory and practice. Well written tips can be tremendously useful and impactful. By quite some distance, the most cited *JISE* article of the past decade is a teaching tip on the flipped learning approach (Mok, 2014), which achieved a lot of traction. You may find that a proposed abstract is unsuitable as a full research paper, but has potential to be developed into an interesting teaching tip (Lending & Vician, 2012).

For potential authors of teaching cases, check out the archives of the *Journal of Information Systems Education*, *Journal of Information Technology Teaching Cases*, *JITE: Discussion Cases*, and *Journal of Cases on Information Technology*, as well as teaching case repositories (e.g., SAGE Business Cases, Darden Case Collection) and multidisciplinary journals that publish business and technology teaching cases (e.g., *Case Research Journal*, *The CASE Journal*, *International Journal of Teaching and Case Studies*, *Asian Journal of Management Cases*).

The CFP should be disseminated through relevant mailing lists and channels (e.g., AISWorld, AIS SIGED, ACM SIGCSE, IFIP TC3). Critically, the special issue editors must directly circulate the call to specific authors who have previously published related work and to directors of specialist research centers.

Check the policies of mailing lists on what is permissible and be careful to avoid excessively cross-posting on multiple groups. For distribution on email lists, ensure that the message is formatted in plain text or else it may go badly awry. It is normal practice to post a CFP three times on a mailing list; normally six to nine months out from the deadline to begin, then again three months out, and a final reminder one month out.

2.4 Scheduling and Timelines

It is very important that the schedule is realistic. Managing a special issue is rewarding but time-consuming and typically takes about two years from beginning to end (Gilmore *et al.*, 2006). Authors expect that the timeline announced in the call will be adhered to and it is incumbent on editors to ensure that nothing within their control causes delays.

You need to work backward from the target publication date. It may be the case that there are other special issues in the pipeline before you. The publication date can be tentatively agreed with the Editor-in-Chief. A sample schedule is given in Table 1. It may be possible to tighten this up slightly, but that would be contingent on everything going according to plan. In reality, reviewers typically require a bit of slack, so whatever deadlines are given, allow for a little extra as a precaution.

Event	Timeline
Submission of initial proposal to Editor-in-Chief	27 months
Submission of revised proposal to Editor-in-Chief	25 months
Publication of CFP on JISE website and other channels	24 months
Recruitment of panel of reviewers	22 months
Issue of first reminder to authors (mailing lists etc.)	19 months
Issue of second reminder to authors	17 months
Deadline for submission of papers	16 months
Deadline for completion of first round reviews	13 months
Issue of first round decision	12 months
Deadline for submission of revised papers	10 months
Deadline for completion of second round reviews	7 months
Issue of second round decision	6 months
Deadline for camera ready final papers	4 months
Completion of guest editorial	2 months
Publication of special issue	Day 0
Dissemination of special issue	1 week

Table 1. Indicative Schedule for a Special Issue of JISE

2.5 Managing the Review Process

Managing the review process is the most critical aspect of the whole process. Without a sufficiently large panel of suitably qualified reviewers, the special issue cannot be a success. It is therefore important to set about recruiting reviewers well in advance, at least six months and preferably nine months before first-round reviews are due.

If a large number of submissions is received, this can add tremendously to reviewers' workloads and the production timeline. In the first stage, special issue editors must perform an initial desk review of submissions to ensure that they are appropriate to the theme and of an acceptable standard to warrant sending out for review. If papers are not aligned with the theme but suitable for consideration in a regular issue of *JISE*, authors should be promptly advised to resubmit through the normal channel. Preferably, this situation should be avoided by affording authors an opportunity to send short abstracts in advance of the deadline for preliminary feedback on fit with the special theme. As explained by Freeman and Zhang (2022), some papers may be desk rejected outright for such reason.

Editors must be alert for plagiarism and ethical violations (Keymer *et al.*, 2017). Typical "red flag" issues for plagiarism are papers in incorrect format or inconsistent writing or referencing style. Software such as Turnitin, Urkund or Plagiarism Checker X are useful for checking originality (although by no means infallible). Before issuing a desk rejection on such grounds, however, special issue editors should consult with the Editor-in-Chief to ensure compliance with *JISE* policy on dealing with academic integrity violations.

Acker *et al.* (2022) speak of the dual role of editors as "gatekeepers" and "developers," citing an example of an article submitted by an author from a developing nation that was not of the requisite standard. With encouragement and guidance

from the editor, however, that paper was brought up to a satisfactory standard. Acker *et al.* also draw attention to the issue that authors whose first language is not English are at a disadvantage. *JISE* is an international journal committed to inclusivity and equality of opportunity. Special issue editors must be mindful of the particular challenges faced by authors from non-Anglophone countries, developing nations, and under-represented groups, and must ensure that such authors are given reasonable time and guidance to tackle any disproportionate impediments they may face.

With some international journals, editors desk-reject many submissions simply because they are inundated. For a special issue of *JISE*, this is usually not a problem. Typically, a special issue features between eight and twelve articles, chosen from between twenty and thirty submissions. To manage this – assuming reviewers carry a load of two to three papers each, and three reviews are required for each paper – a panel of about thirty reviewers is needed. Of these, perhaps ten may come from the *JISE* panel of reviewers and editorial board. The Editor-in-Chief selects these reviewers to ensure a balanced workload with regular issues. The special issue editors must then recruit about twenty other reviewers from their own networks and invited domain experts. Sometimes a "snowballing" strategy can work well if contacted reviewers nominate colleagues who are also interested. Of course, caution must be exercised, and it is sometimes necessary to politely decline offers of assistance.

As previously alluded to, there should be gender and regional balance in the panel of reviewers. Ideally, there should be balance amongst the reviewers assigned to review any given paper, so as to avoid the potential for bias as aforementioned.

Two related issues that can sometimes arise are: (1) should authors be asked to serve as reviewers? and (2), how should you respond if an author volunteers to serve as a reviewer? Generally, it is best to avoid these types of situations as they may potentially lead to conflicts of interest. Sensible discretion, however, should be applied. The authors who submit to the special issue are usually experts in the subject area and, therefore, are well qualified to serve as reviewers. Given that *JISE* is an electronic journal with no space constraints, there is no incentive for anyone to unfairly reject a paper just to make way for their own. In certain very limited circumstances, it may therefore be permissible for some authors to also serve as reviewers, but this should always be cleared with the Editor-in-Chief.

When assigning reviewers, obvious conflicts of interest should be avoided. A reviewer should never be assigned a paper if any of the authors of that paper are from the same institution. If a reviewer is given a paper and they recognize it as the work of a close collaborator, they should return it for reassignment to another. A particularly tricky conflict of interest is where a close collaborator of an editor, or perhaps one of the editors, is an author of a submitted paper which could lead to damaging claims of "cronyism" (Gilmore *et al*., 2006). In such cases, the assignment of reviewers must be made by the other editors, and the final decision on acceptance or rejection should rest with the Editor-in-Chief, not the guest editors.

At present, *JISE* does not have an online manuscript processing system. Rather, the process is handled using a home-grown database that tracks submissions, reviewer allocations, and decisions. For a special issue, editors could run with something simple such as shared folders and spreadsheets on Microsoft OneDrive or Google Drive to coordinate the process. Sample email templates for communicating with reviewers are provided in Appendix B. Alternatively, they might opt to use a platform such as EasyChair that has customizable forms and valuable additional features such as paper bidding by reviewers.

As regards guiding reviewers, there are several useful resources from which general pointers can be extracted (Clair, 2015; Harrison & Lee, 2002; Hirschheim, 2008; Lee, 1995; Lovejoy *et al.*, 2011). Specific instructions on what is expected for *JISE* teaching cases (Cappel & Schwager, 2002) and teaching tips (Lending & Vician, 2012) should also be provided to reviewers. At least one of the assigned reviewers for these latter two types of submissions should have prior experience with the relevant *JISE* guidelines.

Reviewers are busy people. Issue courteous reminders to them ten days in advance of the deadline, then again three days in advance, and if necessary, the day after the deadline. You should expect that some reviews will come late and that others will not come at all. For this reason, it is better to have four reviewers assigned to each paper so as to be sure of receiving at least three. The special issue editors should hold back from acting as reviewers themselves unless needed to jump into action towards the end. Keeping a few reliable colleagues on reserve is also advisable in case of missing reviews at short notice.

2.6 Making Decisions

Once the reviews are finally in, the time has come to make the decisions on who makes the cut. Several studies of academic peer reviews in business and information systems have found that dissensus rather than consensus is the norm (Fiske & Fogg, 1990; Miller, 2006; Wood *et al.*, 2004). In our experience, *JISE* is no different in this regard.

It is often said that journal editors are in the business of trying to publish papers and advance knowledge; they are not in the business of unnecessarily rejecting papers. Some heavily over-subscribed journals routinely reject a very high proportion of submissions but *JISE* is not in that category. Rather, the ethos of *JISE* is to provide constructive feedback, generally affording authors a chance to improve their submissions through several rounds of review.

Shoddy work with obvious flaws is usually picked up by desk rejection rather than sent out for review. There are sometimes outright rejections, however, at the first-round where two or more authors are in agreement that a paper is well short of the required standard.

For *JISE*, a consensus decision to accept after the first round is very rare. The majority of papers are sent back to authors for either minor or major changes.

Reviewers can be terribly fickle. They can be terribly harsh and downright unfair at times. At the other extreme, there are reviewers who, perhaps unwilling to admit their lack of expertise with a particular method or theory, take the easy way out by giving a short review that just recommends superficial edits.

The role of editors is to act as judges of this power game and decide if a recommendation to accept or reject is based on sound and reliable arguments. For a special issue, each paper should be independently read by at least two editors before collectively agreeing on what overall decision to recommend. For each paper, a meta-review should be prepared, summarizing the key issues raised by reviewers. If the editors

decide to invite the authors to submit a revision, the meta-review must clearly lay out the points that need to be addressed. Such clarity is especially important if reviewers are in disagreement on a point so that authors don't receive confusing mixed messages. Sample email templates for communicating decisions to authors are provided in Appendix C.

Normally, two rounds of review are sufficient to arrive at an editorial decision to accept or reject. In a small proportion of cases, however, a paper may be sent back to authors for a third round, with revisions then reviewed by the editors rather than going to reviewers again.

Issuing a "reject" decision can draw ire and backlash from disgruntled authors, so being a journal editor requires one to be thick-skinned (Keymer *et al.*, 2017). Authors have a right to appeal, though, if they genuinely feel the rejection wasn't warranted (Clair, 2015). Editors must keep an open mind and afford authors an opportunity to argue their case. Sometimes, misunderstandings can get in the way and editors may decide to overturn their previous decision, or to refer the matter to the Editor-in-Chief for adjudication.

Regarding where to "draw the line" on the number of papers in a special issue, *JISE* is not constrained in this regard since moving to being fully online some years ago. Acceptance rates vary from issue to issue depending on the number and quality of submissions, but the maxim is simply "if it's good enough, include it." If the response to the call was disappointing or the quality of submissions not of the requisite standard, there are two options: extend the call to seek additional papers, or publish the few acceptable papers received and pad out the remainder of the issue with regular papers. Generally, authors tend to prefer the first approach as otherwise they have to wait longer for their work to be published.

2.7 Communicating with Authors

From beginning to end, it is very important to keep a regular flow of communication with authors. The CFP should clearly designate one of the editors as the lead person so there is a singular point of contact.

Communications begin very early in the process when sending targeted invitations to authors and research center directors. All expressions of potential interest should be logged, much as prospects are recorded in a customer relationship management system. Any author who submitted an outline abstract or otherwise indicated an intention to write a paper should be followed up on at timely junctures. Don't wait until the week of the deadline to check in. In some cases, authors may need some extra time. Communication in this way ensures timely delivery and also alerts editors to the possibility of some late submissions that need to be managed.

Advertised dates for decisions should be zealously honored, unless extraordinary circumstances beyond the editors' control interrupt things. In such cases, be honest about delays and provide regular status updates.

When camera-ready versions are submitted, check them promptly rather than assume they are compliant (to avoid any delays later). At this point, authors will invariably ask "when will my paper be published?". The Editor-in-Chief can give you a definitive response on that, but only if you have everything fully ready, including the editorial piece.

Authors seeking tenure or promotion may require a letter from the editors to verify that their paper is accepted and "in press."

2.8 Finishing Touches and Publication

The final thing that special issue editors must do before going to production is to write their own guest introduction piece. Do not underestimate the time that it takes to do this properly. If written well, it can have a tremendous impact regarding citations (see Table A-1 in Appendix A). Being human, there can be a tendency to take the foot off the pedal when all of the work has been done and the review process draws to a close, but don't let down your efforts by writing a weak editorial piece, or by procrastinating and delaying the production of the special issue.

The editorial piece should build on content included in the original CFP, summarize and synthesize the articles that form the special volume, and discuss potential future research directions.

3. CONCLUDING REMARKS

The field of IS education is full of interesting problems and challenges. There is tremendous scope for special issues of *JISE* that explore new and novel ways of teaching and learning within the disciplines and sub-disciplines of IS/IT. We hope that the practical guidance and recommendations given in this piece will encourage readers to come forward with proposals. In the future, there should be better gender balance on guest editor panels in *JISE,* and there is also a need for more regional diversity. Perhaps some readers may be willing to lead a special issue on globalization and international issues in IS education.

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Xihui "Paul" Zhang is professor of computer information systems in the College of Business and Technology at the University of North Alabama in Florence, AL. He received his B.S. and M.S. degrees in earth sciences from Nanjing University (1993, 1996), Nanjing, China, and his M.S. and Ph.D. degrees in management information systems from the University of Memphis (2004, 2009), Memphis, TN. His work has appeared in journals such as the *Journal of Strategic Information Systems*, *Information & Management*, *Journal of Database Management*, and *ACM Transactions on Software Engineering and Methodology*, among others. He is currently the Editor-in-Chief of the *Journal of Information Systems Education*.

Lena Connolly is an assistant professor in cybersecurity at Zayed University, UAE. She received her Bachelor's degree in economics from the International Institution of Social and Labour Relations, Belarus (2001) and her M.Sc. and Ph.D. from National University of Ireland, Galway, Ireland (2010, 2016). For her doctoral studies, she received a Fulbright Scholarship to attend the University of California, Berkeley. Her work has appeared in *Computers & Security*, *Information Systems Management*, *Information & Computer Security*, *Journal of Cybersecurity*, the *International Conference on Information Systems*, *European Conference on Information Systems*, and several other international outlets. She has served as special issue editor for *ACM Digital Threats Research and Practice* and also has experience in editorial and track chair duties for a number of leading journals and conferences.

APPENDICES

Appendix A. Statistics of Previous Special Issues of *Journal of Information Systems Education* (JISE)

Table A-1. Previous Special Issues of JISE

Editors	Google Scholar Citations of Editorial * >= 20 ** >= 50 *** >= 100	Topic	Papers (excluding editorial)	Teaching Cases	Teaching Tips
Lang et al. (2022)		Equality, Diversity, and Inclusion in IS Education	8		2
Paliktzoglou et al. (2021)		Social Media in Computing Education	4		
Freeman & Taylor (2019)		Changing Landscape of IS Education *(invited papers to mark 30 years of JISE)*	12		
Sharp & Lang (2018)	**	Agile in Teaching and Learning	6		
McHaney et al. (2016)	*	Academic Integrity: IS Education Perspective	4		
Lee et al. (2014)		Healthcare in IT Education	4	2	
He et al. (2014)	***	Online IS Education	5		
White et al. (2013)		Global Information Security and Assurance in IS Education	4	1	2 (Advisory from Professionals)
Harris et al. (2011)	**	Ethics & Social Responsibility in IS Education	9		
Harris & Rea (2009)	***	Impacts of Web 2.0 and Virtual World Technologies in IS Education	10	2	
White et al. (2008)		IS Education Assessment	8		
Goode et al. (2007)	**	Flexible Teaching and Learning	8		
Harris et al. (2006)	*	Systems Analysis and Design Education	10		1
Chilton et al. (2006)		Data Modeling Education	10		
Ngai et al. (2005)		E-Commerce Education	10		1
Antonucci et al. (2004)	***	Enterprise Resource Education	8	1	1
Hackney et al. (2003)	**	Case Studies for IS Education		12	
Surendran et al. (2002)		IS Security Education	10		

Table A-2. Gender Balance of Editors of Previous Special Issues of JISE

Volume	Issue	Year	Number of Editors	Male	Female
33	1	2022	4	50%	50%
32	3	2021	4	100%	-
30	4	2019	2	100%	-
29	2	2018	2	100%	-
27	3	2016	3	100%	-
25	2	2014	3	67%	33%
25	4	2014	4	75%	25%
24	1	2013	3	33%	67%
22	3	2011	4	75%	25%
20	2	2009	2	100%	-
19	2	2008	4	100%	-
18	3	2007	4	100%	-
17	1	2006	3	100%	-
17	3	2006	4	75%	25%

16	1	2005	3		100%	-
15	3	2004	4		50%	50%
14	3	2003	3		100%	-
13	3	2002	3		100%	-

Table A-3. Countries of Editors of Previous Special Issues of JISE

Country (institutional affiliation)	AIS Region	Count (distinct persons)	Sum of Times Served
USA	1	29	41
Australia	3	4	4
UK	2	3	3
Ireland	2	2	4
Finland	2	2	2
Tanzania	2	1	1
Sweden	2	1	1
Korea	3	1	1
Hong Kong	3	1	1
Canada	1	1	1

Table A-4. Affiliations of Editors of Previous Special Issues of JISE

Institution	Country	Count (distinct)	Sum of Times Served	Notes
Kansas State University	USA	3	4	17(1) and 27(3)
Quinnipiac University	USA	2	2	19(2) and 29(2)
University of Arkansas	USA	2	2	Both 27(3)
University of Eastern Finland	Finland	2	2	Both 32(3)
Appalachian State University	USA	1	9	Albert L. Harris, former JISE Editor-in-Chief
James Madison University	USA	1	4	Susan E. Kruck, former JISE Editor-in-Chief
University of Galway	Ireland	1	3	Michael Lang: 17(3), 22(3) and 33(1)
Brigham Young University	USA	1	1	
California State University – Chico	USA	1	1	
College of Business Education	Tanzania	1	1	
Creighton University	USA	1	1	
Hong Kong Polytechnic University	Hong Kong	1	1	
Illinois State University	USA	1	1	
Indiana University - Indianapolis	USA	1	1	
Kennesaw State University	USA	1	1	
Kwangwoon University	Korea	1	1	
Loyola Marymount University	USA	1	1	
Luleå University of Technology	Sweden	1	1	
Malaspina University-College	Canada	1	1	
Manchester Metropolitan University	UK	1	1	
Old Dominion University	USA	1	1	
Queensland University of Technology	Australia	1	1	
Southeast Missouri State University	USA	1	1	
Tarleton State University	USA	1	1	
Texas A&M University - San Antonio	USA	1	1	
Texas State University	USA	1	1	
The Australian National University	Australia	1	1	
United States Air Force	USA	1	1	
University College Cork	Ireland	1	1	
University of California - Los Angeles	USA	1	1	
University of Illinois – Springfield	USA	1	1	
University of Michigan – Dearborn	USA	1	1	
University of Nebraska – Lincoln	USA	1	1	
University of Salford	UK	1	1	
University of South Alabama	USA	1	1	
University of Technology, Sydney	Australia	1	1	
University of Teesside	UK	1	1	
University of Wollongong	Australia	1	1	
Western Michigan University	USA	1	1	
Widener University	USA	1	1	

Table A-5. List of Editors of Previous Special Issues of JISE

Times Served	Editor	Institution	Country
9	Harris, Albert L. (former Editor-in-Chief)	Appalachian State University	USA
4	Kruck, S. E. (former Editor-in-Chief)	James Madison University	USA
3	Lang, Michael	University of Galway	Ireland
2	McHaney, Roger	Kansas State University	USA
1	Antonucci, Yvonne L.	Widener University	USA
1	Chae, Bongsug	Kansas State University	USA
1	Chilton, Michael A.	Kansas State University	USA
1	Corbitt, Gail	California State University - Chico	USA
1	Cronan, Timothy Paul	University of Arkansas	USA
1	Douglas, David E.	University of Arkansas	USA
1	Freeman, Lee A. (former Editor-in-Chief)	University of Michigan - Dearborn	USA
1	Freeman, Mark	University of Wollongong	Australia
1	Goode, Sigi	The Australian National University	Australia
1	Gunasekaran, Angappa	University of Illinois - Springfield	USA
1	Hackney, Ray	Manchester Metropolitan University	UK
1	He, Wu	Old Dominion University	USA
1	Hewitt, Barbara	Texas A&M University - San Antonio	USA
1	Kiely, Gaye	University College Cork	Ireland
1	Kim, Ki-Yoon	Kwangwoon University	Korea
1	Lang, Guido	Quinnipiac University	USA
1	Lee, Andre	Loyola Marymount University	USA
1	Longenecker Jr., Herbert E.	University of South Alabama	USA
1	McKell, Lynn	Brigham Young University	USA
1	McMaster, Tom	University of Salford	UK
1	Moy, Lawrence	University of California - Los Angeles	USA
1	Mramba, Nasibu R.	College of Business Education	Tanzania
1	Ngai, Eric W. T.	Hong Kong Polytechnic University	Hong Kong
1	Oates, Briony	University of Teesside	UK
1	Oyelere, Solomon S.	Luleå University of Technology	Sweden
1	Paliktzoglou, Vasileios	University of Eastern Finland	Finland
1	Rabang, Joshua	Creighton University	USA
1	Rea, Alan	Western Michigan University	USA
1	Sharp, Jason H.	Tarleton State University	USA
1	Siau, Keng	University of Nebraska - Lincoln	USA
1	Stewart, Glenn	Queensland University of Technology	Australia
1	Suhonen, Jarkko	University of Eastern Finland	Finland
1	Surendran, Ken	Southeast Missouri State University	USA
1	Taylor, Nolan J.	Indiana University - Indianapolis	USA
1	White, Bruce	Quinnipiac University	USA
1	White, Garry L.	Texas State University	USA
1	Willis, Robert A.	Malaspina University-College	Canada
1	Wolf, James R.	Illinois State University	USA
1	Woszczynski, Amy B.	Kennesaw State University	USA
1	Xu, Guandong	University of Technology, Sydney	Australia
1	Yates, Dave	United States Air Force	USA

Appendix B. Sample Email Templates

Appendix B-1. Reviewer Invitation Template

Dear {REVIEWER},

We are the editors for a forthcoming special issue of the Journal of Information Systems Education on the topic of "{TOPIC}".

As you have specialist knowledge in this area, we hope that you might be willing to review one or more papers for us.

Reviews will be due on {DATE}.

Please let us know if this is convenient for you.

If you know of others who might be interested in reviewing for this special issue, please share their contact details with us.

The call for papers for this special issue is available at {URL}.

Thank you for your assistance.

Best regards,

{EDITOR 1}, {AFFILIATION 1}, {COUNTRY 1} (corresponding editor)
{EDITOR 2}, {AFFILIATION 2}, {COUNTRY 2}
{EDITOR 3}, {AFFILIATION 3}, {COUNTRY 3}
{EDITOR 4}, {AFFILIATION 4}, {COUNTRY 4}

Appendix B-2. Reviewer Email Template

Dear {REVIEWER},

Thank you for your willingness to review for the Journal of Information Systems Education (JISE).

We are serving as guest editors for a special issue on "{TOPIC}".

Attached is an article that we hope you will be able to review. If the time is inconvenient or the topic of the article is not of interest to you, please let us know so that we can find another reviewer.

We would greatly appreciate if you could return the completed JISE Review Form for this article by {DATE} if possible.

Please feel free to contact us if you have any questions or if you believe that you cannot provide a review of the paper by the time requested.

Best regards,

{EDITOR 1}, {AFFILIATION 1}, {COUNTRY 1} (corresponding editor)
{EDITOR 2}, {AFFILIATION 2}, {COUNTRY 2}
{EDITOR 3}, {AFFILIATION 3}, {COUNTRY 3}
{EDITOR 4}, {AFFILIATION 4}, {COUNTRY 4}

Appendix C. Sample Decision Email Templates

Appendix C-1. Decision Email Template (Accept with changes)

Dear {AUTHOR},

Thank you for submitting your paper titled "{TITLE}" to the special issue of Journal of Information Systems Education on "{TOPIC}".

Your paper was independently and double-blindly assessed by {NUMBER} reviewers. The reviews and paper were also read by at least one guest editor.

We are pleased to inform you that the outcome of our decision is that your paper has been selected for inclusion in this special issue, subject to satisfactory implementation of a number of required changes as outlined in the attached reviews.

You are required to provide a comprehensive point-for-point response document describing changes you have made to your paper based on reviewers' feedback. This response document must provide specific section numbers / paragraph numbers.

Additionally, we require you to provide a revised paper with all changes clearly highlighted.

The firm deadline for return of changes is {DATE}. Final decisions will then be issued by {DATE}, as per the schedule in the original CFP.

Best regards,

{EDITOR 1}, {EDITOR 2}, {EDITOR 3} & {EDITOR 4}

Guest Editors
Journal of Information Systems Education: Special Issue on {TOPIC}

Appendix C-2. Decision Email Template (Reject)

Dear {AUTHOR},

Thank you for submitting your paper titled "{TITLE}" to the special issue of Journal of Information Systems Education on "{TOPIC}".

Your paper was independently and double-blindly assessed by {NUMBER} reviewers. The reviews and paper were also read by at least one guest editor.

We regret to inform you that the outcome of our decision is that your paper has not been selected for inclusion in this special issue.
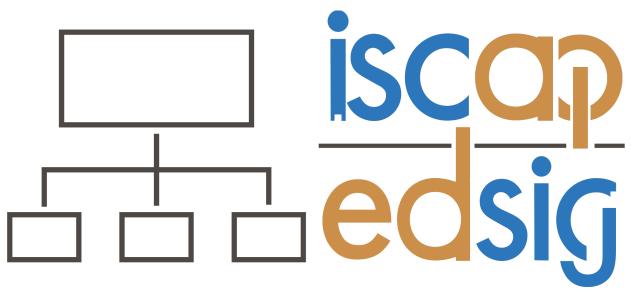
We thank you for considering JISE and strongly recommend that you take the reviewers' feedback on board to improve your paper in future. The reviews are attached.

Best regards,

{EDITOR 1}, {EDITOR 2}, {EDITOR 3} & {EDITOR 4}

Guest Editors
Journal of Information Systems Education: Special Issue on {TOPIC}

Information Systems & Computing Academic Professionals

Education Special Interest Group

STATEMENT OF PEER REVIEW INTEGRITY

All papers published in the *Journal of Information Systems Education* have undergone rigorous peer review. This includes an initial editor screening and double-blind refereeing by three or more expert referees.