Guest Editor Guideline – Weizenbaum Journal of the Digital Society

Special Issues highlight important topics of current interest and compile new content that is invited into the journal, either through an invitation or open call for papers. Suggestions for Special Issues can be submitted to the editors by e-mail (wjds@weizenbaum-institut.de) and will be reviewed and selected by the editors' team. The proposal for a special issue should explain the topic, outline the research discussion to which the Special Issue relates, and explain the aims of the issue and its contribution to the research discussion. If possible, preliminary work (e.g. workshops or conferences from which the authors will be recruited) and expected submissions should be briefly described.

1. General Information

Journal Scope and Audience: Make sure your special issue or theme aligns with the journal's thematic focus and serves the interests of its readership.

Contributions and Formats: A special issue includes 5-7 research papers and, ideally, 1-2 opinion papers, which can be selected in collaboration with the editorial team. Guest editors contribute an introductory editorial, ranging from approximately 1.500-2.500 words.

Timeframe: Communicate a clear schedule with submission deadlines for the call for papers, and the planned publication date of the issue. Please be aware that the publication date depends on the course of the review process and might be subject to change.

Open Access Commitment: All articles will be freely accessible to the public. The content must be of high quality and appeal to an international, interdisciplinary audience.

Review Process: All articles submitted to a Special Issue are subject to peer review and held to the same rigorous editorial standards as all other articles submitted to the journal. Contributions to the Weizenbaum Journal of the Digital Society undergo a Double-Blind Peer Review Process.

2. Cooperation with Editors

Editorial Team Support: A member of the editorial team will be assigned to accompany the special issue throughout the review and publication process. In addition, the journal officer will assist you in coordinating submissions, managing reviewer invitations, and addressing any administrative or technical issues that may arise.

Timely Communication: Maintain open and transparent communication with the editorial team to ensure that deadlines are met and the editorial process is on track.

3. Manuscript Review and Quality Control

Quality Assurance: Review abstracts and/or manuscripts for scientific quality, clarity, and relevance to the theme. Ensure that the manuscripts meet the journal's standards for originality, methodology, and ethical conduct. Collaborate with the editorial team to ensure that invited contributions align with the journal's overall scope and objectives.

Ethical Considerations: Ensure all submissions adhere to the journal's ethical guidelines, including proper citation practices, avoidance of plagiarism, and transparency regarding conflicts of interest and funding.

Data Integrity: Confirm that data presented in the manuscripts are accurate, reproducible, and properly referenced. If necessary, consult with the editorial team for support with any data-related concerns.

Clear Communication: Communicate editorial decisions to the authors promptly. If revisions are requested, be clear and specific about what changes are required.

4. Nomination of Reviewers

Guest Editor's Role: As a guest editor, you will nominate one expert reviewer per manuscript based on their qualifications and expertise in the topic area. It is essential to select reviewers who are impartial and can provide constructive, unbiased feedback.

Journal Editor's Role: The journal editor will also nominate a second reviewer for each manuscript. The journal editor ensures that the reviewer pool is diverse and that no conflicts of interest are present.

Avoiding Conflicts of Interest: Both guest editors and journal editors should ensure that reviewers do not have any conflicts of interest (e.g., personal, financial, or professional relationships with the authors).

5. Peer Review Process

Review Invitation and Deadlines: Once the reviewers are nominated, work with the journal's editorial team to send out review invitations and set appropriate deadlines. Follow up with reviewers if needed to ensure timely responses.

Managing Reviewer Feedback: When all reviews are submitted via OJS, send a notification to the authors that summarizes the review's results, highlighting areas for improvement, with the reviewer's anonymous comments attached. Ensure that all authors receive constructive and clear feedback to help them revise their manuscripts.

Revisions and Resubmissions: If revisions are needed, work with the authors to ensure they address the reviewers' concerns adequately. Be clear and specific about what changes are required. Once revised manuscripts are resubmitted, re-evaluate them to ensure all issues have been addressed. If revisions are requested,

Final Decision: Based on the feedback from reviewers, the decision to accept, reject, or request revisions for each manuscript will be made by the guest editor and the journal editor together. Both take care to ensure that decisions are made fairly and consistently.