Kani Journal of Social Sciences (KJSS)

GUEST EDITOR GUIDELINES

1. PURPOSE & SCOPE

Guest Editors are appointed by the Editorial Board to oversee special issues, topical collections, or thematic sections within the approved disciplines of the journal: **Law, Administration, Human Resources, Accounting, Economics, Media and Marketing, and Education**. Guest Editors are responsible for maintaining the same high academic, methodological, and ethical standards as regular journal issues.

2. ROLES & RESPONSIBILITIES

- **Special Issue Call for Papers:** Draft and disseminate the formal Call for Papers in coordination with the Editorial Office.
- **Initial Screening:** Conduct preliminary screening of submitted manuscripts for alignment with the approved special issue topic and journal scope.
- **Peer Review Coordination:** Assign at least two independent, qualified peer reviewers per manuscript in accordance with the journal's double-blind peer review policy.
- **Editorial Recommendations:** Evaluate reviewer reports and provide academic recommendations (Accept, Minor Revision, Major Revision, Reject) to the Editor-in-Chief.
- **Ethical Oversight:** Monitor submissions for ethical compliance, plagiarism, and undisclosed conflicts of interest.

3. EDITORIAL INDEPENDENCE & CONFLICT OF INTEREST

- **Editorial Oversight:** All final publication decisions remain under the authority of the Editor-in-Chief.
- **Conflict of Interest:** Guest Editors must declare any personal, financial, or institutional conflicts of interest.
- **Submissions by Guest Editors:** If a Guest Editor submits a paper to their own special issue, the manuscript must be handled entirely by an independent Academic Editor or the Editor-in-Chief to preserve editorial integrity.

4. WORKFLOW & TIMELINE MANAGEMENT

1. **Proposal Approval:** Submit a formal Special Issue Proposal to the Editorial Office for evaluation and approval.
2. **Review & Revision:** Ensure peer reviews and author revisions are completed within the agreed publishing schedule.
3. **Final Assembly:** Provide an introductory Editorial Article or overview for the special issue prior to production.