

## Sample Timeline for Thunderbird International Business Review Special Issues

A special issue may include between 5 – 8 articles, plus an introduction

**Publication Cover Date:** November/December 2021

✚ Mail Drop and Online Publication Date:	October 20, 2021
✚ Editorial Office submits full issue to the publisher:	June 30, 2021
✚ Guest editor(s) submit introduction and table of contents:	June 20, 2021
✚ Corresponding authors email final versions of accepted articles in Word to Editorial Office	June 1, 2021
✚ Submission deadline	Sept 15, 2020
✚ Call for papers issued	January 1, 2020

### Final steps:

- ✚ Corresponding authors include cover page in final versions containing full contact coordinates for all authors and co-authors, plus a brief biosketch for each author and co-author
- ✚ Corresponding authors sign an electronic copy of Wiley copyright form in WOLS Author Services. This includes Guest Editors for the introduction
- ✚ Individual manuscripts are published online with DOI as they are completed
- ✚ Full issue published with Volume/Issue numbers

Also sent by guest editor to TIBR Editorial Office:

- ✚ Reviewer acknowledgement - name, affiliation - and short bios for each reviewer (optional); Table of Contents – article order for print issue; Guest Editor(s) introduction and bios

**Note:** Submit all content electronically

**Submission deadlines:** Vary by issue

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**Peer review process:**

NOTE: Call for Papers issued January 1, 2020 – Guest editors are responsible for publicizing the CFP to their peer groups, relevant list-servs and at their professional meetings.

Authors must create an account at <http://mc.manuscriptcentral.com/tibr> to submit a manuscript. Authors indicate that the submission is for a special issue and provide the title.

- ✚ Submissions must conform to journal style and be uploaded to Manuscript Central
- ✚ Articles are desk reviewed by the guest editors and if deemed appropriate for the issue are sent for review
- ✚ Guest editors identify reviewers and invite them
- ✚ Reviewers are asked to return evaluations/comments within six weeks
- ✚ Articles needing revision are returned to authors with reviewer comments and authors are asked to notify guest editors of their intention to revise
- ✚ Revisions must be returned within three months (may vary by editorial decision)
- ✚ Revisions are returned to reviewers for further evaluation with directions to return comments within five weeks (again, may vary by editorial decision)
- ✚ The process continues until the issue is complete\*\*

Normally, and under perfect circumstances, a special issue takes a minimum of 18 months to complete from the initial proposal and call for papers to final publication.

A special issue may, on occasion, take less time if the papers are drawn from a conference.

\*\*Articles not accepted for the issue but considered acceptable for publication may be considered for publication in later issues of the journal, at the discretion of TIBR Editor, Dr. Mary Teagarden

Mary B. Teagarden, Professor of Global Strategy and  
Editor, Thunderbird International Business Review  
400 E Van Buren, Ste 800 MC 2121  
Phoenix AZ 85004-2262  
+1 602.496.7071 (Editorial Office)  
[mary.teagarden@thunderbird.asu.edu](mailto:mary.teagarden@thunderbird.asu.edu)