



# The editorial process from submission to publication

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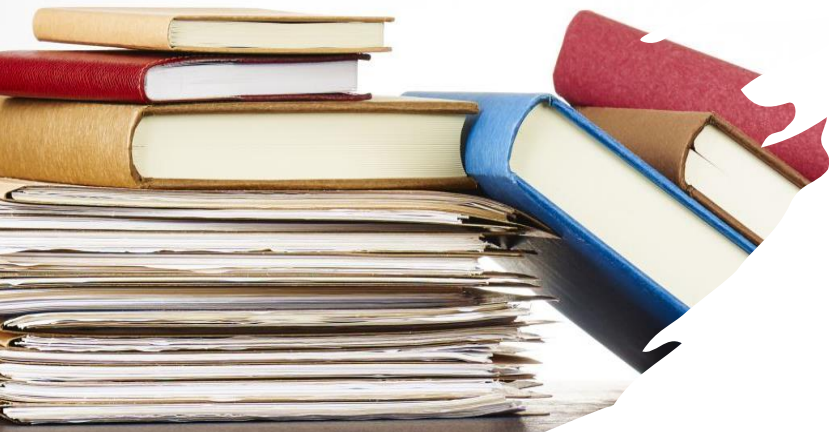
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Foundation

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# The editorial process

- For an academic Journal the editorial process is series of steps and procedures involved in the management and evaluation of content for publishing in a journal.
- It ensures the quality, accuracy, and integrity of the content before it is published, maintaining standards, and meeting the objectives and scope of the Journal.

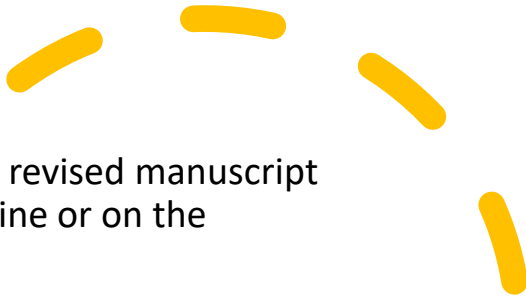


# editorial process

- 1. Submission:** Authors submit their research manuscripts to the journal for consideration.
- 2. Initial Assessment:** The editor-in-chief or the editorial office staff first perform an initial assessment of the manuscript to ensure that it meets the journal's scope. [desk rejection possible at this stage].
- 3. Peer Review:** If the manuscript passes the initial assessment, it is sent for peer review – experts knowledgeable in the field.
- 4. Editor's Decision:** Based on the peer reviewers' comments and recommendations, the editor [*editorial board*] makes a decision regarding the manuscript. [*reject or accept plus detailed feedback/suggestions*]
- 5. Revision:** If the manuscript requires revision, the authors modify their manuscript according to the editor's and reviewers' comments. [*error correction report point by point & proof of editing*]



# editorial process



**6. Second Review (Optional):** In some cases, the revised manuscript may undergo a second round of review – as routine or on the request of some reviewer/s.

**7. Final Decision:** Based on the revised manuscript and the reviewers' feedback, the editor makes a final decision. This could include acceptance, rejection, or further revision.

**8. Copyediting and Production:** Once the manuscript is accepted, it undergoes copyediting and typesetting – technical issues.

**9. Proofreading :** The authors are usually provided with galley proofs or page proofs to review and correct any remaining errors before publication. *[sending galley proofs to authors is optional]*

**10. Publication:** The final version of the manuscript is [allocated a DOI] and published, either in print or online under a predetermined Volume/Issue number

# The editorial process – underlying activities

- **Organization and Tracking:** Managing the flow of manuscripts and maintaining a database for reviewers and for tracking submissions, decisions, and related information.
- **Guidelines for Authors:** Developing and providing clear instructions and guidelines for manuscript preparation, submission, and ethical considerations.
- **Guidelines for Reviewers:** Establishing clear instructions and criteria for reviewers, outlining expectations for evaluating manuscripts and providing constructive feedback.
- **Peer Review Coordination:** Managing the peer review process, including assigning manuscripts to reviewers, monitoring progress, and facilitating communication between reviewers, authors, and editors.
- **Ethical oversight and decision-making:** establish clear and comprehensive ethical guidelines and policies that outline expected standards of conduct for authors, reviewers, and editors. These guidelines should cover areas such as plagiarism, data integrity, authorship criteria, conflicts of interest, and ethical treatment





# Editors are NOT gatekeepers but gateways - process guided by ethical guidelines and principles



- These aim to uphold integrity, fairness, transparency, and the responsible conduct of research.
  - Confidentiality
  - Impartiality and Objectivity
  - Conflict of Interest
  - Transparency and Accountability
  - Corrections and Retractions
  - etc

**Academy of Science of South Africa (ASSAf)**

**ASSAf Research Repository**

**<http://research.assaf.org.za/>**

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B. Academy of Science of South Africa (ASSAf) Events

I. Other

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2023

# ASSAf Webinar for New Editors – Tips on Editorial Processes

Academy of Science of South Africa (ASSAf)

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<http://hdl.handle.net/20.500.11911/323>

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