

Editorial Workflow

1. Submission Received

The submission portal records the manuscript and sends an automatic acknowledgement to the corresponding author with a tracking ID. The submission package (manuscript, title page, cover letter, and supplementary files) is checked for completeness.

2. Initial Editorial Check

An editor performs a scope and basic-quality check (formatting, English, ethical statements, plagiarism screening). Manuscripts failing basic criteria are returned with guidance; suitable manuscripts proceed to peer review.

3. Assignment to Handling Editor

A subject-specialist handling editor is assigned based on topic and expertise. The handling editor oversees the review process and communicates decisions.

4. Reviewer Selection & Invitation

The handling editor selects two or more independent reviewers with relevant expertise and no conflicts of interest. Review invitations are sent with reviewer guidelines and a target review timeframe.

5. Peer Review

Reviewers evaluate originality, methodology, clarity, ethics, and significance, and submit written reports with recommendations (accept, minor revision, major revision, reject). Reviews are anonymised (double-blind) and returned to the handling editor.

6. Editorial Evaluation & Decision

The handling editor considers reviewer reports and makes a provisional decision. Possible outcomes: accept, minor revision, major revision, or reject. Authors receive reviewer comments and the decision, with instructions for revisions if applicable.

7. Revision by Authors

Authors submit a revised manuscript with tracked changes and a detailed response to each reviewer comment. The handling editor checks revisions; in many cases the revised manuscript is sent back to the original reviewers for confirmation.

8. Final Acceptance

After satisfactory revision and any additional review, the handling editor recommends final acceptance. The Editor-in-Chief or editorial board issues the final approval.

9. Production (Copyediting & Typesetting)

Accepted manuscripts undergo copyediting for language, style, and consistency, followed by typesetting into the journal format. Authors receive proofs to check and approve minor corrections.

10. Publication & Indexing

Upon proof approval, the article is published online (and in print if applicable) and assigned a DOI. Metadata and full text are forwarded to indexing services and repositories as per journal policy.

11. Post-Publication

Corrections, corrigenda, or retractions are handled according to established policies if issues are identified post-publication. The editorial office may promote the published work via news, social media, or institutional channels.

12. Record Keeping & Archiving

All decision records, reviewer reports, and final files are archived for audit, reproducibility, and long-term access.