

From Conference to Publication: The Editorial Workflow for Proceedings & Abstract Volumes

1. Proposal & Initial Checks

When can proposals be submitted?

■ Before the event:

- Evaluated by the Collection or Series Editor.
- The Proceedings Editor manages submissions and peer review.

■ After the event:

- Organizers must present evidence of peer review conducted during the conference.
- The editorial office validates ethical compliance and reviews integrity.

What the editorial office checks:

- **Formatting:** Consistency with conference templates and citation style.
- **Plagiarism:** Verified through iThenticate.
- **Ethical compliance:** Adherence to COPE and Pro-Metrics ethical standards.

Output:

Conference proposal accepted for publication workflow.

2. Peer Review

Model: Double-blind peer review.

Scenarios:

- *Proceedings hosted on Pro-Metrics platforms* → full double-blind peer review managed by the Proceedings Editor.
- *Externally reviewed proceedings* → documentation must be validated and approved by the editorial office.

Roles:

- Proceedings Editor: Coordinates and ensures scientific rigor.
- Reviewers: Evaluate quality, originality, and alignment with conference themes.
- Collection Editor: Supervises process integrity and final validation.

Output:

Reviewed and validated papers ready for publication.

3. Decision & Acceptance

Decision authority:

The Proceedings Editor makes the final decision on each paper or abstract.

Authors must:

- Submit final corrected versions addressing reviewer feedback.
- Confirm author data, affiliations, and acknowledgments.

Output:

The proceedings volume is finalized and ready for production.

4. Production, Archiving & Publication

Before production:

- Publication agreement signed by all authors and editors.
- Final verification of metadata and file integrity.

During production:

- Copyediting and layout formatting for consistency and clarity.
- DOI assignment for each paper or abstract.
- ISBN registration for the complete volume.
- Archiving in CLOCKSS/LOCKSS and legal deposit in the National Library of Estonia.

Formats:

- Digital (PDF/EPUB) publication by default.
- Print edition optional, depending on the agreement.

Output:

Conference proceedings or abstract volume published with professional quality.

5. Distribution & Indexing

After publication:

- Available through the Pro-Metrics Bookstore.
- Disseminated and indexed via aggregators, directories, databases, and library networks.
- Promoted across academic and event channels for maximum visibility.

Output:

Global dissemination and traceable citation of conference outputs.

6. Ethical Foundation & Transparency

All Pro-Metrics conference publications follow:

- COPE publishing standards.
- Authorship transparency and conflict-of-interest disclosure.
- Plagiarism prevention and originality checks.
- Long-term preservation under open-access principles.
- Licensing under CC BY-NC-SA 4.0, ensuring accessibility and attribution.

