

From Submission to Publication: The Editorial Workflow of Journals

1. Submission & Initial Checks

Where it begins:

Authors submit manuscripts through the journal's online platform (OJS).

What the Editorial Office does:

- **Scope verification:** Ensures the manuscript aligns with the journal's thematic areas.
- **Formatting compliance:** Ensures that structure, citations, figures, and references adhere to journal guidelines.
- **Plagiarism screening:** iThenticate check for originality and ethical compliance.
- **Ethical validation:** Confirms adherence to COPE standards, authorship integrity, and data transparency.

Output:

Manuscript accepted for review or returned to the author for technical corrections.

2. Peer Review

Model: Double-blind peer review with at least two independent reviewers.

Who participates:

- Editor-in-Chief: Oversees the process and assigns reviewers.
- Guest Editor: Manages peer review in special issues.
- Reviewers: Evaluate quality, originality, methodology, and clarity.

Key features:

- Ethical evaluation following COPE Core Practices.
- Constructive feedback and recommendations: Accept, Revise, or Reject.
- Reviewer anonymity guaranteed.

Output:

Detailed reviewer reports sent to authors.

3. Decision & Revisions

Final decision authority: Editor-in-Chief.

Possible outcomes:

- Accepted
- Revisions required
- Rejected (out of scope or insufficient quality)

When revisions are requested:

- Authors submit a revised manuscript.
- A response letter must explain how the reviewer's comments were addressed.
- The revised paper may undergo an additional review round.

Output:

Final acceptance letter issued by the Editor-in-Chief.

4. Production, Archiving & Publication

Before production:

- Authors sign the Publication Agreement.
- APC payment completed (if applicable).

During production:

- Professional copyediting for grammar, clarity, and consistency.
- Typesetting and layout design according to journal standards.
- Assignment of DOI (Crossref registration).
- Long-term archiving in CLOCKSS/LOCKSS preservation networks.

Output:

Final version published in open access on the journal's website.

5. Distribution & Indexing

After publication:

- Metadata registration in databases.
- Promotion & visibility:
 - Social media highlights.

Output:

Global discoverability and long-term accessibility of published research.

6. Ethical Backbone of the Process

All steps are guided by:

- COPE Core Practices.
- Transparency and fairness in editorial decisions.
- Open-access policy under CC BY-NC-SA 4.0.
- Conflict-of-interest disclosure and plagiarism prevention.
- Reviewer recognition and accountability.

