HTCE

Editorial process for miniatures

Author(s)
Submission

→

Journal assistant
Formal requirements respected?
No: Request revision and resubmission
Yes: Inform issue editor(s)

→

Issue editor(s)
Suitable for issue?
Suitable: Accept and inform author(s)
Suitability contested: Reject or accept after consulting at least one co-editor
Not suitable: Reject and inform author(s)

→

Issue editor or Member of the Editorial board
Editorial review
Propose acceptance, revisions, submission elsewhere or rejection

→

Issue editor(s)
Accept/reject submission
Proposal for acceptance: Accept, inform author(s), and ask for final proof
Proposal for acceptance with a request for revision: Accept conditionally, inform author(s), and ask for revisions
Proposal for rejection or submission elsewhere: Reject and inform author(s)

→

Author(s)
In case of call for revisions:
Resubmit revised paper

→

Issue editor(s)
Review revised submissions
Only formal revisions: Inform journal assistant
Major/minor revisions: Accept or reject. If accepted: Inform journal assistant. If rejected: ask author(s) for additional changes (perhaps multiple times)

→

Journal assistant
Get authorship agreement

→

Journal assistant
Prepare submission for publication
Typesets the submission, add metadata, and requests the release for publication

→

Author(s)
Proofreading and release for publication
Release given: Incorporate change requests if applicable
Release not given: Withdraw of paper

→

Issue editor(s)
Final Review
Go ahead: Inform journal assistant
No go ahead: Request changes

→

Journal assistant
Publish article
Schedule article for publication and inform author(s)

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