HTCE

Editorial process for research papers

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: Accecpt and inform author(s)
Suitability contested: Reject or accept after consulting at least one co-editor
Not suitable: Reject and inform author(s)

→

Reviewers
Peer review
Propose acceptance, propose revisions (with or without another review round), propose submission elsewhere or rejection

→

Issue editor(s)
Accept/reject submission
2 × proposal for acceptance: Accept, inform authors, and ask for final proof
At least one call for revision (with or without another review round): Accept conditionally, inform authors, and ask for revisions
2 × proposal for rejection or submitting elsewhere: Reject and inform author(s)
Inconclusive: Commission third review (reviewer or co-editor). Accept/reject based on third review. Inform author(s) accordingly.

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

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Issue editor(s)
Review revised submissions
Only formal revisions: Inform journal assistant
Major/minor revisions without new review round: Accept or reject. If accepted: Inform journal assistant. If rejected: ask author(s) for additional changes (perhaps multiple times).
In case of new review round: Starting step "Peer review" again.

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Journal assistant
Get authorship agreement

→

Journal assistant
Prepare submission for publication
Typesets the subission, 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 Assitant
Publish article
Schedule article for publication and inform author(s)

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