Editorial Process

To maintain high-quality scientific contents in all journals, we follow the below standard Editorial Process.

**Step-1**

* The entire editorial process is performed by using the automated online **Editorial Managing System**.
* Once a manuscript is submitted to the Editorial Managing System (EMS) it will generate a paper id for the particular submission for future reference of the author and acknowledgment will send to the author for submission.

**Step-2**

* The very next step the Editor-In-Chief assign the manuscript to the Associate Editor/Action Editor for review process based on his/her research fields. If the Editor-In-Chief will be busy enough to assign the manuscript for the review process then the Journal Managing Editor will assign the manuscript to the Action Editor based on the research interest.

**Step-3**

* If the Associate Editor/Action Editor determines that the manuscript is not of sufficient quality to go through the normal review process or if the subject of the manuscript is not appropriate to the journal scope, the Editor rejects the manuscript with no further processing. The rejection letter is sent to the corresponding author. If the Editor determines that the submitted manuscript is of sufficient quality and falls within the scope of the journal, he/she assigns the manuscript to a minimum of 2 and a maximum of 5 external reviewers for peer-review related to the field.

**Step-4**

* The agreed reviewers submit their review reports on the manuscripts along with their recommendations of one of the following actions to the Action Editor:
	+ Accepted: Without any change.
	+ Revision: Minor Changes/Major Changes.
	+ Reject: Manuscript is flawed or not sufficiently novel.
* This is to ensure a high-quality, fair, and unbiased peer-review process of every manuscript submitted to the journal, since any manuscript must be recommended by one or more (usually two or more) external reviewers along with the Editor in charge of the manuscript in order for it to be accepted for publication in the journal.

**Step-5**

* When all reviewers have submitted their reports, the action editor notified with the reviewer has been submitted their review comment. Now the Action Editor can make one of the following editorial decisions:
	+ Accepted: Without any change.
	+ Revision: Consider after Minor Changes/Major Changes.
	+ Reject: Manuscript is flawed or not sufficiently novel.

**Step-6**

* The authors are requested to revise their manuscripts in accordance with the changes recommended by the reviewers as well as action editor to submit their revised manuscript in a timely manner. Once the revised manuscript is submitted, the Action Editor reviews the manuscript. If he/she is satisfied with revision made by the author the Action Editor can then make an editorial decision which can be **accepted for publication or need further modification or rejection.**

(The editorial process gives the Editors the authority in rejecting any manuscript because of inappropriateness of its subject, lack of quality, or incorrectness of its results. The Editor cannot assign himself/herself as an external reviewer of the manuscript. Also, if two of the reviewers recommend rejecting the manuscript, the rejection is immediate.)

**Step-7**

* The action editor recommendations and the revised article are sent to the Editor-In-Chief for acceptance. After receiving the final decision from Editor-In-Chief, the decision is notified to the action editor, author and the article is moved to the production process.