

## Review process - general

Please note that ideally *issues should contain no more than **one** paper from the same author(s)*.

**Papers *must* be submitted and reviewed online. They must be double-blind refereed according to our strict standards. Editors are responsible for appointing (or approving the appointment of) referees. Papers should be allocated to two referees (but preferably three) and must be amended according to their comments. Editors should retain the referees' reports until the paper has been published.**

Also, there must be a balance of papers internationally and topically, and account must be taken of the status and credibility of the research centres from where the submitted papers are accepted and published. It is also essential to ensure that papers submitted from the Editors' institutes or research groups or from the Editors themselves, as authors, are refereed and accepted independently and that the referees are not appointed by the Editors.

## Review process - specific

Only good and relevant papers should be processed and sent to referees (we do not want to waste the time of the referees by sending poor or marginal papers to them).

Send every paper which is suitable to be refereed to three experts.

In general, after the author has uploaded the revised article implementing the reviewers' recommendations from the first round review, the decision of the Editor to end the review process or request a further round of reviews would be based on the following six scenarios:

1. The article should be REJECTED if at least two of the reviewers have rejected the article. There is no need for further reviews. Inderscience's Editorial Office carries out a quality assurance process and will question submissions that were accepted by the Editor in spite of the fact that they were rejected by more than one reviewer.
2. The article should be ACCEPTED if at least two of reviewers have accepted the article and have given marks of Honours or Good in some of the ratings.
3. If one or more reviewers accept the article with MINOR REVISIONS, the article should be sent to the author for changes and, once they are made, the Editor can review the uploaded revised version and recommend to accept the submission if he is happy with the changes made. There is no need to send the revised version to the reviewers for further rounds of review.
4. If one or more reviewers accept the article with MAJOR REVISIONS, the article has to be sent to the author for revision and the revised version has to be sent to the reviewers again for their final decision to accept or reject the article. The article cannot be accepted until the reviewers who have requested major revisions have agreed with the changes and recommended acceptance of the article.
5. If one reviewer accepts with major revisions, one with minor revisions and the third reviewer does not reply, the article should be sent to the author to revise and the revised version should be sent to the reviewer who requested major revisions for a final decision to accept or reject. The article cannot be accepted until the reviewer who requested major revisions has agreed with the changes and recommended acceptance. Sending the revised article to the reviewer that suggested minor revisions is optional, as the Editor is allowed to use his own judgment to decide whether the author has implemented the minor revisions requested by the reviewer.
6. If one reviewer accepts the article, one rejects it and the third one does not reply, then the Editor must replace the third reviewer with a new reviewer to supply a final decision to accept or reject.

The resolution of other scenarios is left to the discretion of the journal's Editor.

NOTE: Each time an author is asked to implement reviewer recommendations and upload a revised version, the system instructs the author to append his reply to each of the comments made by the reviewers to the beginning or in the first pages of the revised version. The author is also always instructed not to include any identification in his revised versions. However, the Editor is expected to check each revised version uploaded in case author replies were not included and/or identification (e.g. author names, addresses, etc) has been added. If the Editor finds any of these problems, he should ask the author to re-upload a revised version before asking reviewers to carry out further reviews.

If/when their paper is accepted for publication authors will be required to sign and upload a copyright agreement form, assigning copyright of their paper to the Publisher. <http://www.inderscience.com/www/authoragree.pdf>. If the paper has more than one author each author can sign the same Inderscience Copyright Agreement Form. However, it is also acceptable for individual authors to sign a separate agreement form. Copyright Agreement forms are available on the website as a part of guidelines for authors. Papers cannot be published unless a signed copyright form from each author, assigning the copyright of papers to the publisher, has been received.

The Publisher reserves the right to make a final review, i.e. *final acceptance of the papers is subject to this final review process which is a part of the publisher's quality assurance process before publication.*

The final manuscript of each selected paper should include:

- Title of the paper, names of authors, their affiliations, complete addresses and e mail addresses.
- The name, address, email address and fax number of the corresponding author to whom the proofs of the typeset paper should go to for checking.
- A brief abstract.
- Keywords.
- Brief biographical notes about authors.
- High quality and high resolution figures capable of printing high quality figures in black and white.

**N.B.** If papers have been refereed and accepted and sent for typesetting, the authors have to abide by what they have written; *no further changes are acceptable in*

- author details (e.g. adding more names or deleting names) or in their sequence
- the content of the paper (except for typesetting corrections)

If authors wish to make changes to content, then the paper has to be *withdrawn* and must go back to be refereed as a new paper. If there is any dispute about authorship or intellectual property, the paper must be withdrawn completely from publication until the authors settle their legal claims. It is not the publisher's responsibility to solve or interfere in any intellectual property dispute.

### **Review process – management**

In order to help in the Review Process and to ensure the high quality expected of accepted papers published in your journal(s), we suggest that, if you have not already done so, you form a panel of international relevant experts as referees (around 50 people when complete, *and including members of the Editorial Board*) who will be responsible for refereeing, and arranging to referee, the papers submitted to the journal, and ensuring the high quality expected of accepted papers.

As a further guideline, *in addition to* using the panel as referees, we suggest you may consider selecting two groups from among these experts:

## **Group A**

Responsible for screening submitted papers, taking into consideration:

- originality;
- scholarly relevance;
- professional/industrial relevance;
- completeness;
- etc.

to ensure that the papers processed in the refereeing process are suitable and relevant for the journal and to avoid wasting the referees' time by sending them poor and unsuitable papers.

## **Group B**

Responsible for monitoring the refereeing process, the acceptance rate of papers published in the journal and to ensure the high quality of accepted papers.

An initial list should be submitted to us when it is ready, for comment.

Please also note the following comments about Special Issues which also impinge on regular issues:

### **Special Issues**

A special issue should not have more than one paper submitted by an author, unless there is a very strong reason for that, and the coverage has to be international, with quality up to the expectations and standards of SCI/SSCI-evaluated journals. We usually have an acceptance rate between 15-20% for these journals and expect papers to achieve Good or Honours standard in most review categories.

Since the balance of papers submitted to the special issue is very important, the special issue should be reviewed as a whole and Editors cannot accept the papers officially until all the papers of the special issue are received and reviewed regarding their content and coverage. Any paper written by the Editors themselves or submitted from their institution has to go through an independent refereeing process.

The number of papers refereed and selected for a special issue should not be more than 200 typeset pages unless there are very special circumstances, and in such cases, special permission is needed. It is preferable to have special issues published as single issues (about 112 typeset pages), since the subscribers and the citation agencies prefer single issue sizes to a double issue size.

### **Journal Standards**

The issues above also apply to regular journal issues. Editorial integrity is obviously extremely important and our expectations are for international, scholarly and properly refereed journals. The matters raised above - of papers written by the Editor or colleagues in their research group or department, and also the number of papers submitted by a single author in each issue - are also valid for regular issues.

With regard to publication, as above, an average **size** of an issue is about 100-112 typeset printed journal pages (approx. 165 A4 pre-typeset pages) for a single issue or about 200 typeset printed journal pages (approx. 300 A4 pre-typeset pages) for a double issue. As a rough rule of thumb, one of our regular size journal pages has 600 words [3500 characters], and an A4 size page has 800 words [5600 characters]. The number of papers depends on the size of each paper. However, if you have a large number of high quality papers accepted for an issue, we can always go for a larger issue or a double issue (i.e. a single physical issue but numbered vol.1(1/2), or whatever) if absolutely necessary. The inaugural issue is important in setting the scene for the journal and future issues. It is important that this issue is well balanced to provide a good example of the focus and coverage of the journal.

The first few issues will come from regular issues comprising invited papers from editorial board members and/or other invited experts, and from special issues guest edited by editorial board members and/or other invited experts. Once you start to accept papers at the end of the review process, please contact Dr. Dorgham ([m.dorgham@inderscience.com](mailto:m.dorgham@inderscience.com)) and he will give you details of the typesetter to use.