

2. Peer Review Process

The following is the editorial workflow that every manuscript submitted to the journal undergoes during the course of the peer review process.

The entire editorial workflow is performed via the manuscript submission system for our journals. Once a manuscript is submitted for publication, the manuscript is checked by the journal's editorial office to ensure the files are complete and that the relevant metadata are in order. The manuscript is then sent to the Chief Editor who assesses the suitability of the manuscript in terms of scope and quality and, if appropriate, assigns it to an Academic Editor.

The Academic Editor then performs an additional, more detailed, analysis before inviting a number of potential reviewers to provide a peer review report the Academic Editor can reject a manuscript prior to review if they deem it unsuitable for the journal. Based on reports submitted by the reviewers, the Academic Editor makes one of the following recommendations:

- Reject
- Major Revision
- Minor Revision
- Publish

If the Academic Editor recommends "Reject", the authors are sent any review reports that have been received and are notified that their manuscript will no longer be considered for publication in the journal.

If the Academic Editor recommends "Major Revision", the authors are notified of the editor's request that they prepare and submit an updated version of their manuscript with the necessary changes suggested by the reviewers and editor. This might require new data to be collected or substantial revision of the text. The manuscript is then reassessed by one or more of the original reviewers before the Academic Editor makes a new recommendation.

If the Academic Editor recommends "Minor Revision", the authors are notified of the editor's request that they prepare and submit a revised copy of their manuscript with the required minor changes suggested by the reviewers and editor. Once satisfied with the final manuscript, optionally having sought further advice from one or more of the reviewers, the Academic Editor can recommend "Publish".

If the Academic Editor recommends "Publish", the manuscript will undergo a final check by the journal's Chief Editor and editorial office in order to ensure that the manuscript and its review process adhere to the journal's guidelines and policies. The authors will then be notified of the manuscript's acceptance.

The Chief Editor remains ultimately responsible for the aims and scope of the title and will be called upon to handle appeals and other editorial issues as and when required.