Any manuscript submitted by email during the designated submission period is first screened by the editorial team (editor-in-chief and associate editors). If the manuscript is a good fit for the journal, is written in intelligible English, follows the ethical norms (plagiarism detection software is used) and the For Authors guidelines (available on the journal’s website), one of the editors assigns it, anonymized, to two peer reviewers with relevant expertise (double blind peer review). If the manuscript does not comply with the journal’s requirements, it can be rejected at this stage without being further reviewed. A manuscript can also be rejected if the editors are unable to find peer reviewers in the research area(s) of the study.

The peer reviewers have at least one month to carefully read and assess the manuscript by filling in a peer review report, where they are invited to make constructive, detailed comments for the author(s) and to make a recommendation for the editors (a set of guidelines is available for peer reviewers on the journal’s website – see Guidelines for Referees). The manuscript can be accepted (with or without minor suggestions), accepted subject to minor revisions, accepted subject to major revisions or rejected. Once the peer review reports are returned, the editors make a decision, inform the authors by email and send them a synthesis of the two peer review reports, accompanied by editorial suggestions. If a manuscript has been accepted subject to major revisions, it will be sent back to the peer reviewers after resubmission, if they have agreed to extend their participation in the process. If the peer review reports are divergent, the editors can either send the manuscript to a third reviewer or make a decision on the basis of editorial review. The entire process lasts between eight and ten weeks, but delays are possible depending on the period and other objective factors. The extra time that authors receive for improving the manuscript is decided according to the type of revision that is necessary.

The Editors