

Editorial process and peer-review

Submitted manuscripts are first checked to ensure that they comply with instructions to authors and are in accordance with the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals”, *Annals of Internal Medicine*, 1997,126, 36-47, and that all references, figures and tables meet the journal’s requirements.

All manuscripts sent to the journal are routinely screened using specialized anti-plagiarism software. In all cases where any possible irregularity exists, the editorial office will follow the principles stated in COPE (Committee on publication ethics) guidelines.

Only manuscripts complying with the above requirements and free of possible irregularities, will be entered into the review process. The author(s) will be informed that the manuscript has been accepted for review.

Authors are invited to suggest the names of potential reviewers and the Editor may choose, without obligation or explanation, to use one or more of these. Authors may also specify the names of a person(s) which they do not wish to review their manuscript, in which case a brief explanation should be given.

All articles will be reviewed by at least two colleagues with expertise in the manuscript’s subject matter. The peer review process is double-blinded. Thus, the identities of reviewers, chosen by the editor, will not be disclosed to authors. Also, the reviewers will not be aware of the author(s) identity. The reviewing process does not involve any costs. The reviewing time is 14 days for new submissions, and 5 days for revised submissions. If the due time is passed, the reviewers will be notified several times. If the reviewers fail to reply, the Editor can unassign the reviewer and select a new one.

The average time from submission to a decision following the first review is approximately 4-6 weeks.

Based on the reviewers’ opinion, the Editor will choose one of the following alternatives:

- Accepted
- Minor revisions required
- Major revisions required
- Rejected

In cases where revision is required, the author(s) will be invited to amend their manuscript which should be resubmitted as soon as possible, but not later than 6 weeks. The revised manuscript will be reappraised by the initial reviewers and notification of a final decision will be sent to the author in approximately three weeks. If accepted for publication, the science methodology editor will perform a final appraisal of the manuscript before initiation of publication stage (publication fee payment, proofreading).

After acceptance and prior to publication, authors will receive a pdf file with the edited version of their manuscript for final proofreading and will be asked to carefully check the completeness and accuracy of the text, tables and figures.

Accepted articles will receive a DOI code and will be published ahead of print immediately after acceptance.

Conflicts of interest

Any existing or potential conflict of interest about a manuscript should be disclosed by all participants in the peer-review and publication process (authors, peer reviewers, editors, editorial board

members). Authors should disclose any potential conflict of interest at the time of manuscript submission. The statement regarding the disclosure of conflicts of interest should be included in the manuscript and mentioned in the cover letter accompanying the manuscript.

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editorial board, following an invitation by the Editor in Chief, will undergo a review process in the editorial office.

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Editors of JCCM will not share information regarding the manuscripts submitted to JCCM to any other than the authors and the reviewers.

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In case of manuscript rejection, the full content of the manuscript will be deleted from the editorial content of the Journal.

In case of manuscript acceptance and publication, the Journal will keep copied of all the manuscript-related materials for at least three years.

The identity of the reviewers will not be revealed to authors, under no circumstances.

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