

Journal Submission Process

1. Initial Review and Assessment

The editorial team will review the submitted abstract and decide whether to decline it or request the full article for review.

If the editors request the article, they will review the article and decide whether to decline it or to send it forward through two (2) double-blind peer reviews.

Peer reviewers will assess the article on the following:

- clarity of thesis
- adequate support of thesis
- relevance and contribution to the field
- avoidance of jargon and obscure language

2. Peer Review

If the article is forwarded for peer review, the editors will review the results of the peer reviews and decide whether to:

- decline it;
- send it back to the author(s) for revision and resubmission;
- accept it pending author(s) revisions; or
- accept for publication as written.

3. Revision and Editing I

In the case of “revise and resubmit,” the editors will review the author(s)’ revisions to determine if they sufficiently address the concerns of the peer reviews. The editors will then decide whether to:

- accept the revised article of publication;
- send it back for additional revision;
- decline the article; or, in some cases,
- send it for another peer review.

In the case of “accept pending revisions,” the editors will review the author(s)’ revisions to determine if they address the editors’ concerns. They will then decide whether to:

- accept the article for publication;
- reject the article if revision is unacceptable;
- send it back for additional revision.

4. Revision and Editing II

Once an article has been accepted for publication, the article will undergo:

- a security review
- a mechanical edit
- a fact check
- a substantive/developmental edit

Edits will be returned to the author(s) for review, with a deadline for that review.

5. Preparation for Publication

Once the author(s) returns the revised article to the journal:

- the article will be typeset
- the proof will then be forwarded to the author(s) for review one final time prior to publication (PLEASE NOTE: Content changes will not be allowed during the review of the proof. The review is to ensure accuracy of information only.)
- the reviewed proof will then undergo two to three final rounds of detailed copyediting to correct any remaining punctuation and grammar errors.
- the author will be required to sign an author permission form granting the journal nonexclusive rights to publish the submission in the public domain.

At any point in the review process an article can be returned for revision or declined. The editor in chief determines final disposition of any submission. Articles accepted for publication are scheduled for a specific edition or placed in reserve for use in a subsequent edition.

The editorial team reserves the right to make last-minute determinations regarding the issue in which the article will feature. In cases of significant delays between acceptance and publication, the author(s) will have an opportunity to update text and references.