

I. Corresponding with Others

1. Correspond with reviewers and authors in a friendly, yet, official manner. Best to use first names with reviewers and full last names with authors.
2. Never disclose the identity of the author, under any circumstances.
3. Never put the author in touch with the reviewer as our review system is a closed system.
4. Contact Editor-in-Chief when in doubt or unsure, or facing a problem.
5. Use polite, patient tone with all. Serving on Editorial Boards or in Editorial Offices can be taxing, challenging and possibly stressful. It is advised that one exercises patience, rational thinking and understanding that others may experience same pressures. Any issues, situations with reviewers or authors should immediately be brought to Editor-in-Chief's attention.
6. Authors may ask many questions, and some of them may be unusual. Always first check with me.

II. Deadlines and log-keeping

7. Keep review logs regularly and keep track of timely reviews.
8. You can send an email reminder, under "Friendly reminder" if people are late.
9. Be sure to carefully log reviews, copy and paste end comments into author emails and send timely update of the status of the manuscript.
10. Know that we give officially 3 weeks for one manuscript review and 4 for two, but in reality another week is built into it. It is good practice to send out one reminder of deadline approaching, and then, after a week, a gently reminder to send the review in. After two weeks of lateness, you may write and ask if there is a problem and to send a date when we can reasonably expect the review.

III. Accept/Reject Decisions

11. First cut rejections (done by EiC) go out immediately after the EiC completes the initial review.
12. All other decisions go out after the first round of reviews: accept as is, accept with minor revisions/major revisions needed and acceptance will be decided upon revision; rejection; possible revise fully and resubmit in the next call, or some of the next issues in the future.
13. We use official letters stored in Dropbox under Letters to write decisions.
14. Please do use the existing templates and only adjust slightly. DO NOT WRITE NEW ONES.

IV. Revision Process: Working with Authors and Editorial Office

15. You understand that you follow the same process when working with authors' revisions.
16. All in all, first round may take anywhere from 4-6 even 8 weeks.
17. Send gentle reminders, etc. in the same manner as above.
18. Once revisions are done, send them to the same reviewers who originally did it. We are not sure if we will be able to provide the actual rubrics again to the reviewers. But the authors must create a two-column table and explain what and where they revised, changed, and how. That should help.
19. The reviews of revisions are typically given 2 -3 weeks. One week built for lateness.
20. Follow the same process of logging results, reminding reviewers, etc.

V. Final Revisions and Editorial Process

21. Log final decisions, and send letters to authors if needed.
22. Authors will be given about 2-3 weeks to clean up the MS and send back the version that is ready for the copy editor.
23. You will then take over the process by sending MS to the in-house copyeditor.
24. Once approved in this manner, the MS is being worked on by Ceil and she will be corresponding with the author, suggesting edits. However, you must see the first round of edits and templates, then Ceil can complete the entire process.