Editorial and Publishing Process

Author

Editor and Section Editor

Journal Manager, Reviewer,Copyeditor, Layout Editor, and Proofreader

Submission
Author uploads file to journal Web site, and enters metadata for OAI indexing

1.Submission Queue
Editor assigns submission to Sectioo Editor to see through the editorial process

Journal Management
Setup and configure journal; enrolled editors, reviewers, copyeditors, proofreaders.

Submission Review
Author can track process, see files, reviews, revise and resubmit, at editor's request

2. Submission Review
a) Check submission
b) Conduct peer review
c) Reach editorial decision

Select Reviewers
Editor invites reviewers from database with interests, load

Review Conducted
Reviewer submits review and recommendation (which may be rated by editor)

Submission Editing
Authors reviews copyedits and proofreads gallerys

3. Submission Editing
a) Copyedit submission
b) Layout of formatted gallerys
c) Proofread gallerys

Copyediting

Layout
Layout Editor prepares gallerys in HTML, PDF, PS, etc.

Proofreding

4. Issue Management
a) Create issues
b) Schedule submissions
c) Organize Table of Contents

Key

Journal Manager	
Editor	
Section Editor	
Reviewer	
Copyeditor	
Layout Editor	
Proofreader	
Author	
Reader	

5. Publication
Offering immediate open access or delayed open access, with subscriptions

Submission Archive
Complete records kept of submission process for published and declined items

Current Issue
Items appear with Reading Tools linking to related internal and external resources

Journal Archive
Browsing issues, with indexing by OAI search engines, as well as Google, etc