

EDITOR'S ROLE AND RESPONSIBILITIES IN PUBLISHING A JOURNAL'S MANUSCRIPT

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HOW JOURNALS OPERATE

- Preliminary checks on submission
- Initial review by Editor or Assistant Editor
- Reject or send to external reviewers
- Reject, accept or request re-submission
- Re-submission with response to reviewers' and Editor's comments
- Editorial decision with or without further external review or further iteration

BOTTLENECK POINTS

- All articles submitted cannot be published
- Article peer reviewed by at least 2-3 reviewers
- Reviewers specialized in the specific area of research

DO NOT ACCEPT A BAD MANUSCRIPT

- ❑ Author in a hurry to get the article published
- ❑ Editor accepts and publishes a bad manuscript
- ❑ Journals charge a higher amount for fast track publication

FIND REASONS TO ACCEPT THE MANUSCRIPT

- The issues have not already been addressed in prior studies
- The data has not been collected in such a way as to preclude useful investigation
- The manuscript is ready for publication—it is complete and in the proper format
- There is a clear message and the paper is of interest to the readers

BEFORE STARTING THE REVIEW PROCESS (1)

- ❑ Check whether all coauthors have approved the finalized version of the manuscript ?
- ❑ Collect copyright form
- ❑ Obtain an institutional ethical committee clearance certificate

BEFORE STARTING THE REVIEW PROCESS (2)

- ❑ Inform about the likely time period of review process
- ❑ Explain it may take several rounds a publishable value

A GOOD REVIEW (1)

- Supportive
- Constructive,
- Thoughtful,
- Fair
- Identifies
 - Strengths and weaknesses
 - Offers concrete suggestions for improvements
- Acknowledges the reviewer's biases
- Justifies the reviewer's conclusions

A GOOD REVIEW (2)

- Probe-Why the topic is important, what is already known, and what still has to be answered ?
- Check for validity of methods and Statistical power
- Check for adequacy of discussion, and validity of conclusions
- Keep the authors informed in case of delay of review process

DO YOUR JOB BETTER

- Do not request reviews from wrong reviewers
- Correct the technical errors in writing
- Do not accept a “weak paper”

References

- David Coggan. What makes a good journal article. Retrieved from <http://www.fom.ac.uk> on July 18, 2014.
- “Information from Reviewers” of Foreign Language Annals, a publication of the American Council on the Teaching of Foreign Languages (ACTFL). Retrieved from <http://www.actfl.org> on July 19, 2014.