

## **The ACNEM Journal**

### **Editorial process**

The ACNEM Journal employs a rigorous peer-review process. In most cases there is a double-blind assessment with one or two reviewers, followed by a final acceptance/rejection decision by the Editor.

#### **Pre-check**

Immediately after submission, a check is carried out by ACNEM Administration to assess:

- the suitability of the manuscript for publication in the Journal
- the background of the authors

The Editor is then notified of the submission and asked to review the article and make recommendations regarding:

- whether the manuscript is suitable for publication
- suggested author revisions prior to referral to external reviewers
- arranging appropriately qualified expert reviewers

#### **Peer-review**

The process is usually double-blind, meaning that the author does not know the identity of the reviewer and the reviewer does not know the identity of the author.

Two review reports are usually obtained for each submitted article. The reviewers are selected on the basis of their known expertise in the area of main discussion in the submitted article. The aim is to ensure that reviewers hold no conflicts of interest with the authors.

Reviewers are asked to provide their initial written review within two weeks. They are asked to provide their response to a revised manuscript within one week.

A manuscript can only be accepted for publication by the Editor.

#### **Editorial Decision**

When making an Editorial decision, the Editor:

- checks the adequacy of the reviewer comments
- may contact the reviewers for clarification of details included in the report
- makes an assessment of the scientific quality of the paper
- makes recommendations to the authors regarding any suggested revisions
- provides a copy of the reviewer comments to the authors

#### **Revision**

There are four categories of acceptance/rejection.

1. Accept without revision
2. Accept with minor revision
3. Accept with major revision
4. Decline publication

In cases of minor revision, the Editor may accept the revisions without referring the paper back to the reviewers.

Where major revisions are required, the paper will be referred back to the reviewers for further assessment and comment. We usually allow a maximum of two rounds of major revision per manuscript.

A brief explanation is provided to the authors when a manuscript is declined for publication in the Journal.

### **Competing interests**

The Editorial Board requires authors to declare all competing interests in relation to their work. All submitted manuscripts must include a ‘competing interests’ section at the end of the manuscript listing all competing interests (financial and non-financial). Where authors have no competing interests, the statement should read “The author(s) declare(s) that they have no competing interests”. The Editor may ask for further information relating to competing interests.

Editors and reviewers are also required to declare any competing interests and may be excluded from the peer review process if a competing interest exists.

