Editorial Policy

Review stage

Manuscripts are submitted online. All manuscripts undergo an initial assessment by the Editorial Office to ensure that they comply with the guidelines.

Manuscripts are then assigned to the editor to decide whether they fall within the remit of the journal. If a manuscript is deemed suitable for review, the editor will invite reviewers online, according to the suggestions of the editorial board. Reviewers are given four weeks to submit a report. The review process is double-blind, that is, both the authors' and the reviewers' identities are concealed. At least two reports are required to make a decision. Once at least two reports have been received, the editor makes a decision on the manuscript. If the reviewers' recommendations diverge, the editor can arbitrate the recommendation or refer the manuscript to a third reviewer.

Authors are given three weeks to revise a manuscript. The editor will make a decision on minor revisions and refer major revisions to one or more reviewers (when possible, the original reviewer/s) for their recommendations before making a decision.

Appeal against editorial decision

Authors can appeal a decision in writing to the editors. Authors have the right to appeal a decision on their submission if they believe it was unfair. To appeal a decision, please submit a letter detailing the nature of the appeal and indicating why the decision is viewed as unfair. The letter should be sent to the editors-in-chief within ten days of the decision. The editors-in-chief will review all relevant documentation relating to the submission, may consult the relevant editors and reviewers, and may appoint a new reviewer to evaluate the submission before making a decision. The decision of the editors-in-chief will be final.

Accepted manuscripts are received by the Editorial Office where they enter the production queue to undergo proofreading, copyediting, layout, and proofing.

Copyediting and production stage

Manuscripts are proofread and copyedited to ensure that the language is clear and suitable for a non-specialist reader, that the figures are presentable, and the referencing is correct. The authors are given the opportunity to approve the proofreading and copyediting changes made and to address any queries at this stage; however, major text changes are not permitted. The proofread version should be returned within a week of receipt.

Edited manuscripts then undergo layout. Proofs are sent to the authors for correction and should be returned within a week of receipt. Only minor corrections such as typos and corrections to layout can be made at this stage. Figures should be carefully checked. Final corrected proofs

are not returned to the authors unless requested. No changes can be made after the proof has been approved for publication.

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