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# Editorial Policies

# OVERVIEW OF THE EDITORIAL PROCESS

For detailed submission guidelines please refer to the Instruction for Authors or contact Managing Editor of the journal.

#### Submission

Each manuscript should be accompanied by a cover letter which should explicitly state that the authors have the authority to publish the work and that the manuscript (or one with substantially the same content, by any of the authors) has not been previously published in any language anywhere and that it is not under simultaneous consideration by another journal. All authors of the manuscript are responsible for its content; they must have agreed to its publication and have given the corresponding author the authority to act on their behalf in all matters pertaining to publication. The corresponding author is responsible for informing the co-authors of the manuscript status throughout the submission, review, and production process.

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Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be named in an Acknowledgement section.

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- significance to the field, potential impact of the work, conceptual or methodological advances described;
- study design and clarity;
- substantial evidence supporting claims and conclusions;
- rigorous methodology

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Once all reviews have been received and considered by the Editor, a decision letter to the author is drafted. There are several types of decisions possible:



- Accept without revision
- Minor/Major revision
- Reject

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## Complaints

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