Peer review standards

A. TIME STANDARDS

For each peer review activity performed by Editor we are planning a maximum amount of time measured in days.

STEP 1. Editor makes a list of referees and sends out the review requests [7 days]

STEP 2. Editor collects the reviews [4 weeks = 28 days = about 1 month]

STEP 3. Editor makes decision (Accept / Reject / Revise) [3 days]

STEP 4. In case "Revise", Editor gives the author time to correct a paper (if author exceeds, paper can only be treated as a new submission). Number of days Author has to revise submission:

First Revision: [up to 28 days]

Subsequent Revisions: [up to 14 days]

STEP 5. Editor sends corrected manuscript to referees for back-refereeing (if the referees wanted to see it again) and collects back-reviews. Number of days to review the revised article: [14 days]

STEP 6. Editor sends a paper to the author for final minor corrections according to back-review and gets the corrected manuscript back [14 days]

STEP 7. Editor makes decision (Accept / Reject) [3 days]

Total time target for Editors:

- if "Revise" not required: 38 days (7+28+3)

- if "Revise" required (but without a back-review): 69 days (7+28+3+28+3)

REMARK: The editorial process very often proceeds without steps 5,6.

B. REVIEW STANDARDS

Number of reports required:

research article: 2

surveys: 3

C. REMARKS:

Our Editors are expected to:

- try to meet peer review standards in our everyday editorial work

- promote the journal in the material sciences community in order to attract better submissions

- solicit interesting new articles

Our Editors are working in the online manuscript processing system called Editorial Manager.

We assume close contacts and cooperation between the Editors and the Managing Editor.