IGI Global
Journal Editorial Policy
2020-2021

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About IGI Global

Headquartered in Hershey, Pennsylvania, USA, IGI Global is a leading international academic publisher committed to facilitating the discovery of pioneering research that enhances and expands the body of knowledge available to the research community. Working in close collaboration with expert researchers and professionals from leading institutions, including Massachusetts Institute of Technology (MIT), Harvard University, Stanford University, University of Cambridge, University of Oxford, Tsinghua University, Australian National University, and many more, IGI Global disseminates the highest quality vetted research content (as a FULL member of the international Committee on Publication Ethics (COPE)) across 350+ topics in 11 core subject areas. All of these publications have been contributed by over 100,000+ industry-leading researchers and experts worldwide, ensuring that each title contains the most emerging and timeliest research. To ensure that institutions are able to affordably access this valuable research content, all of these titles are available through IGI Global's InfoSci®-Books (5,300+ e-books) and InfoSci®-Journals (185+ e-journals) databases. View our subject coverage below:

- Business and Management
- Computer Science and Information Technology
- Education
- Environment and Agriculture
- Government and Law
- Library and Information Science
- Media and Communications
- Medicine and Healthcare
- Science and Engineering
- Security and Forensics
- Social Sciences and Humanities

Celebrating over 30 years of publishing excellence, IGI Global boasts an ever-expanding portfolio of over 5,300+ reference books, 185+ highly indexed journals, and a broad collection of InfoSci®-Databases, hosting IGI Global's entire collection of advanced e-books and e-journals, covering the most sought-after research concepts on one user-friendly platform. IGI Global's commitment to providing the highest quality publications, excellent service, and a positive image coupled with a steadfast pledge to put the research community and underrepresented research concepts before profit makes IGI Global a unique and preferred publisher.

IGI Global's Mission

IGI Global is a proven, trusted, and reliable source for publishing and disseminating cutting-edge resources that fuel innovations and inspire positive societal changes. IGI Global strives to enhance the current body of scientific knowledge through close collaborations with researchers and scholars worldwide. Through a commitment to sound ethical practices, an agile publishing process, and customer-centric values, IGI Global accelerates the pace of research discoveries.

IGI Global's Vision

Our vision is to provide a viable and credible publishing experience for aspiring and prominent researchers who seek to expand the current body of scientific knowledge across diverse fields of study. IGI Global promotes forward-thinking discourse within the academic community by:

- Mandating a rigorous peer review while maintaining a high level of transparency throughout the entire publishing process
- Disseminating vetted scientific research rapidly and effectively to a worldwide audience
- Enabling the expansion and enhancement of emerging research within underrepresented research areas

Introduction

The objective of the Editorial Policy is to provide clear explanations, best practices, and guidelines for the editorial management of IGI Global journals. All Editor(s)-in-Chief and members of the review board are expected to familiarize themselves and respectfully follow the policies and expectations established for IGI Global journals. The following policies and guidelines are to ensure the highest level of quality, integrity, accuracy, and impact for IGI Global journals. IGI Global is currently accepted as a FULL member of the international Committee on Publication Ethics (COPE) due to its strict adherence to ethical publishing.

Types of Submissions
- Research articles
- Conceptual models
- Theory building
- Innovative methodologies and policies
- Research focusing on policy implications
- Case studies examining current, past, or future issues
- Book reviews on selected books, textbooks, or specific topics

The Role of the Editor-in-Chief
The role of the Editor(s)-in-Chief of a journal entails being able to successfully carry out various central responsibilities. The following is a general list of what is expected of an Editor-in-Chief:
- Organizing and maintaining an editorial review board.
- Acquiring quality research articles.
- Sending articles for double-blind peer review.
    - Securing at least 3 reviews on each paper.
- Coordinating the article revision process with contributing authors.
- Ensuring that all contributing authors strictly follow IGI Global's formatting and submission guidelines.
- Ensuring that authors submit materials that are properly copy edited and proofread for correct English grammar, punctuation, and spelling, and that all references and in-text citations are correct and strictly adhere to **APA style**
- Running plagiarism checks on research papers to ensure that the papers have not been plagiarized.
- Being sure that the articles that are being considered for publication have never been published before elsewhere.
- Collecting and organizing the final materials for each issue.
- Sending each completed issue to the Journal Development Department of IGI Global by no later than the contracted deadlines (see more information below).
- Promoting the journal within their peer network.
- Recruiting qualified individuals to guest edit special issues for the journal.
- Encouraging contributing authors and reviewers to recommend the journal to their institutions' libraries.
- Posting the table of contents and article abstracts of each issue on various listservs.
- Keeping IGI Global abreast of any indices or international libraries that may be of interest to the betterment of the journal.
- Staying in regular contact with the development editor with whom you have been assigned to collaborate.

The Role of the Managing Editor
The role of the Managing Editor is to provide a helping hand to the workload of the Editor(s)-in-Chief. Often, the Editor(s)-in-Chief may request the Managing Editor to perform the following functions:
- Expand the reach of the journal
    - Help with increasing submissions and subscriptions

- Move manuscripts in the system
- Assign reviewers to manuscripts
- Assign manuscripts to an issue within the system
- Send manuscripts through initial assessment
- Help organize and maintain the review board
- Send articles out for revisions

*Note: Managing Editors should get a confirmation from the Editor(s)-in-Chief before making important decisions on manuscripts.

Appointed Leadership

IGI Global understands that recruiting a co-editor will help with the workload of a journal. However, the maximum amount of Editor(s)-in-Chief that can be contracted to a journal is three (3). This will allow accurate and constant communication between the Editor(s)-in-Chief and there will be less confusion should something happen in the system that the other editors don't know about.

If there are disputes between the Editor(s)-in-Chief of a journal, IGI Global as the publisher, will not get involved. It is the responsibility of the Editor(s)-in-Chief to resolve all disagreements between each other in a professional manner.

Editor(s)-in-Chief are welcome to invite and appoint Managing Editors to support with the workload as well. There should be no more than two (2) Managing Editors appointed to a journal.

If an Editor-in-Chief decides to step down, the Development Editor should be immediately notified. It will then be at the discretion of IGI Global who will be appointed to takeover the vacant Editor-in-Chief position.

If an Editor-in-Chief decides to step down and they have co-editors, all the other editors will need to confirm that they are aware of the departure. A contract addendum will need to be signed outlining the removal of the editor from the contract agreement and confirming the current editorship.

Should any adjustments to the leadership of the journal be required, a formal contract addendum will need to be issued out by the Intellectual Property & Contracts Department and all parties will need to sign the agreement.

The Role of Reviewers

Individuals appointed to a journal review board are performing an important and valuable job, assuring that the journal is being published with integrity and accuracy. Those currently serving on the review board are expected to review an average of 3-5 manuscripts per year. Occasionally, reviewers may be requested to complete evaluations for additional manuscripts in the event that the number of submissions suddenly increases or that the Editor(s)-in-Chief is/are in the midst of reforming the journal's review board. All reviews must be conducted through the eEditorial Discovery® manuscript submission system and returned to the Editor(s)-in-Chief electronically by the assigned due date from the time the manuscript is received. Deadlines will be clearly stated in the review request.

Special Issue Leadership

Special Issues - Role of the Journal's Editor(s)-in-Chief:
The role of the journal's Editor(s)-in-Chief is different for special issues than standard. It is important to allow the special issue Guest Editor(s) to handle the manuscripts within the system that have a subtitle that says, "Special Issue Submission." If the Guest Editor(s) is/are not performing their duties responsibly or in a timely manner, the Editor(s)-in-Chief is/are permitted to begin to perform decisions on the manuscripts and can effectively cancel the special issue.

Cancellation of a special issue can also occur due to a low number of manuscripts submitted to the special issue. If a special issue is canceled, the Editor(s)-in-Chief may contact the authors of the few manuscripts that were recruited for the special issue and provide them with the opportunity to have their work considered for a standard issue of the journal.

Once the special issue is complete, the Guest Editor(s) will ask for the Editor(s)-in-Chief's final decision. If the Editor(s)-in-Chief approves of the issue materials, the manuscripts can be formally assigned with a volume and issue number.

Special Issues - Role of the Guest Editor(s):
The Special Issue Guest Editor(s) performs all of the editorship responsibilities for the papers submitted to the special issue. This means that the Guest Editor(s) oversees the recruitment of authors and manuscripts for the special issue. It is important for the Guest Editor(s) to provide the Editor(s)-in-Chief regular progress reports as per the Editor(s)-in-Chief's discretion.

For special issues, manuscripts in any phase should not be sitting longer than two (2) weeks. This allows a steady flow of manuscripts to be moving through the system.

Once the special issue is complete, the Guest Editor(s) is/are required to get the approval of the Editor(s)-in-Chief of the journal.

Guest Editors **must** adhere to the six (6) manuscript limit for special issues. Anything above the limit will either be rejected or if the work is acceptable it can be considered for a standard issue with the permission of the Guest Editor(s) and the authors of the manuscript. Also, Guest Editors **are not permitted** to have more than two (2) special issues in process at the same time for quarterly published journals and one (1) for semi-annual published journals.

Please note that Guest Editors **cannot submit or include their own papers within their own special issues.

Use of the Manuscript Submission System

About the eEditorial Discovery® Manuscript Submission System
IGI Global's chosen manuscript submission system is eEditorial Discovery®. The system supports with the editorial management of projects and streamlines the following areas:
- Launching a call for papers
- Submission of manuscripts
- Submission and project tracking (with dashboards that showcase the overall status of the journal)
- Storage of critical documents and information
- Communications (ability to send reminders to authors and reviewers)
- Quality assurance
- Assigning manuscripts for peer review (throughout all stages of the peer review process)
- Review board management (with dashboards that showcase the overall performance of the reviewers)
- Revision processing
- Assigning manuscripts to issues
- Author proofing
- Promotional material and complimentary content access

Supporting Ethical Practice

Because IGI Global is an accepted full member of the **Committee on Publication Ethics (COPE)** and takes pride in a rigorous double-blind peer review process, it is very important that each and every journal is managed within the eEditorial Discovery® system and maintains the highest level of accuracy and integrity. Every journal must have full review documentation for every published article. Should the journal ever be called into question for its peer review practices, it's very important that the editorial team at IGI Global have access to all articles submitted for consideration to the journal and supporting peer reviews. Proof of peer review is extraordinarily important especially as predatory publishers and vanity presses are conducting questionable peer review practices. If a manuscript is authored by a prestigious individual that was carefully invited and vetted by the Editor(s)-in-Chief and deemed an "invited paper", the Editor-in-Chief is encouraged to notify IGI Global immediately as the peer review process on these entries will differ.

Mandate

Starting **March 1, 2020** every journal **MUST** be actively utilizing the eEditorial Discovery® system to manage submissions and perform peer reviews, with a zero-tolerance policy on publishing work that has not been fully vetted through the eEditorial Discovery® system. This means that every Editor-in-Chief, Managing Editor, Special Issue Guest Editor, Reviewer, and Author will need to be fully logged in and active in the system. Hybrid use (working in and out of the system) **will no longer be allowed**. Should you have any questions regarding the system, please do not hesitate to contact the development editor of the journal.

If an author is having trouble submitting their paper, please be sure that their document is in .docx format. Anything else cannot be uploaded into the system. Should they continue to have issues with the system, please forward them to the development editor, and they should be able to help. It's very important that authors submit their manuscripts through the system to ensure that the appropriate final versions are being used for publication, and so that they will have access to their proofs and complimentary content later.

Moving manuscripts in the system is important to ensure accuracy, quality, and timely processing. We **will not** accept any issues submitted to us by e-mail. Should you have any questions regarding the system, please ask the development editor and they will be able to help you navigate the system.

Schedule of Deadlines and Frequency

Number of Issues Per Volume Year

Regarding the number of issues that your journal is supposed to publish per volume year:

If your journal is **bi-monthly**, there will be **six (6) issues** published per volume year and you, as the Editor-in-Chief, will follow the bi-monthly publication schedule as listed below.

If your journal is **quarterly**, there will be **four (4) issues** published per volume year and you, as the Editor-in-Chief, will follow the quarterly publication schedule as listed below.

If the journal is semi-annual, there will be **two (2) issues** published per volume year and you, as the Editor-in-Chief, will follow the semi-annual publication schedule as listed below.

Should you wish to request a frequency change due to the amount of manuscripts submitted to your journal, you may contact your development editor for consideration.

Below are three different schedules that IGI Global currently executes across its journal collection. The specific schedule for your journal can be found in your contract agreement and it is important to follow it precisely to ensure the timely release of issues (which also improves the chances of the journal being accepted by prestigious indices):

Critical Components in the Schedule:

Issue: The months listed in this column provide the segment of the volume year the issue is covering. The issue is expected to be out in print prior to the start of that segment.

Paper Submission Deadline: In this column, the dates listed are when manuscripts are expected to be submitted in order to make the issue. Any manuscripts submitted after this date will have a more difficult time being finalized in time for the issue's release. Considering there will be attrition and delays, if an Editor-in-Chief is striving for five (5) manuscripts in the issue, it is good to have 10+ manuscripts in process at this point in time.

Initial Assessment Complete: The dates listed in this column give the Editor(s)-in-Chief an idea of when the initial assessment phase (desk review) should be completed and papers (if acceptable) should be assigned out to reviewers in order to be finalized in time to make the issue's release.

ERB Review Complete: The dates listed in this column are when the Editorial Review Board (ERB) reviews should be completed for the manuscripts in order to make the issue. It is important to be in frequent contact with the reviewers assigned to the manuscripts. Sending reminders through the system as well as via a personal e-mail may help to secure timely reviews. Keep in mind though that if the reviewer is not fulfilling their obligations, they should promptly be removed from the review board.

AE Review Complete: The dates listed in this column are when the Associate Editor (AE) review should be completed for the manuscripts in order to make the issue. It is important to be in frequent contact with the reviewers assigned to the manuscripts. Sending reminders through the system as well as via a personal e-mail may help to secure timely reviews. Keep in mind though that if the reviewer is not fulfilling their obligations, they should promptly be removed from the review board.

Revised Papers Due: The dates in this column are when the revised versions of manuscripts (revised per the reviewers' comments) are due in order to make the issue.

Issue Copy Deadline: The dates in this column are for the finalized issues to be submitted to the development editor. Getting the issues in by these dates allows for the development editor to begin finalizing the issues and moving them into the next stages of the process. The queues in each editorial department are continually growing and by submitting the materials in a timely fashion it allows the issues to be prioritized appropriately and provides ample time for proofing and other quality control measures. This also ensures the journal's timely release.

Bi-Monthly Publication Schedule (Six Issues Per Year)

Issue	Paper Submission Deadline	Initial Assessment Complete	ERB Review Complete	AE Review Complete	Revised Papers Due	Issue Copy Deadline (Issue Due to Publisher)
1st Issue Jan- Feb	May 1st	May 15th	June 15th	July 15th	August 15th	September 1st
2nd Issue Mar-Apr	July 1st	July 15th	August 15th	September 15th	October 15th	November 1st
3rd Issue May-June	September 1st	September 15th	October 15th	November 15th	December 15th	January 1st
4th Issue July-Aug	November 1st	November 15th	December 15th	January 15th	February 15th	March 1st
5th Issue Sept-Oct	January 1st	January 15th	February 15th	March 15th	April 15th	May 1st
6th Issue Nov-Dec	March 1st	March 15th	April 15th	May 15th	June 15th	July 1st

Please keep in mind that should your journal have a bi-monthly publication schedule, you will be expected to complete each issue with a minimum of five (5) articles. The first issue of the 2021 volume year **MUST** be given to the IGI Global Development Editor by **no later than September 1st, 2020.**

Quarterly Publication Schedule (Four Issues Per Year)

Issue	Paper Submission Deadline	Initial Assessment Complete	ERB Review Complete	AE Review Complete	Revised Papers Due	Issue Copy Deadline (Issue Due to Publisher)
1st Issue Jan-Mar	March 1	March 15	April 15	May 15	June 15	July 1
2nd Issue Apr-Jun	June 1	June 15	July 15	August 15	September 15	October 1
3rd Issue July-Sept	September 1	September 15	October 15	November 15	December 15	January 1
4th Issue Oct-Dec	December 1	December 15	January 15	February 15	March 15	April 1

Please keep in mind that should your journal have a quarterly publication schedule, you will be expected to complete each issue with a minimum of five (5) articles. The first issue of the 2021 volume year **MUST** be given to the IGI Global Development Editor by **no later than July 1st, 2020.**

Semi-Annual Publication Schedule (Two Issues Per Year)

Issue	Paper Submission Deadline	Initial Assessment Complete	ERB Review Complete	AE Review Complete	Revised Papers Due	Issue Copy Deadline (Issue Due to Publisher)
1st Issue Jan-Jun	June 1	June 15	July 15	August 15	September 15	October 1
2nd Issue July-Dec	December 1	December 15	January 15	February 15	March 15	April 1

Please keep in mind that should your journal have a semi-annual publication schedule, you will be expected to complete each issue with a minimum of five (5) articles. The first issue of the 2021 volume year **MUST** be given to the IGI Global Development Editor by **no later than October 1st, 2020.**

Issue Requirements

Standard Issue Article Counts
The required minimum number of manuscripts that should be published in each standard issue is five (5) and the maximum number of manuscripts is ten (10). Decisions to publish an issue with less than 5 articles will be made at the publisher's discretion.

Special Issue Article Counts
The maximum number of manuscripts that may be published in each special issue is six (6). This is to ensure the highest level of selectivity and diversity. Two-part special issues may be considered at the discretion of the journal's Editor(s)-in-Chief and IGI Global's Executive Editorial Board. No special issue Guest Editor may have any more than two (2) special issues in process at one time for quarterly published journals and no more than one (1) special issue in process at one time for semi-annual published journals.

Special Issue Limits Per Volume Year
Journals are not permitted to have more special issues published per volume year than what is listed below due to a consideration for standard articles that are already in process. This limit ensures a healthy balance of both standard manuscript submissions and special issue manuscript submissions moving through the process. Should there be more special issues in a volume year, not only does it give off the perception that there is favoritism toward special issues, but it also puts the standard manuscript submissions on a publication delay and may deter authors from submitting manuscripts for consideration in the future, or may result in them withdrawing their current submission(s) from consideration.

- *Bi-Monthly Journal publication (Six Issues Per Year)*
  If the journal is on a bi-monthly publication schedule, there should be no more than two (2) special issues published within a volume year.

  If the journal has more than 30+ active submissions in process, IGI Global recommends that editors of bi-monthly publications strive to have no more than one (1) special issue published per volume year, in order to ensure that an adequate number of standard submissions are moving through the process.

- *Quarterly Journal Publication (Four Issues Per Year)*
  If the journal is on a quarterly publication schedule, there should be no more than two (2) special issues published within a volume year.

  If the journal has more than 30+ active submissions in process, IGI Global recommends that editors of quarterly publications strive to have no more than one (1) special issue published per volume year, in order to ensure that an adequate number of standard submissions are moving through the process.

- ***Semi-Annual Journal Publication (Two Issues Per Year)***

  If the journal is on a semi-annual publication schedule, there should be no more than one (1) special issue published within a volume year.

  If the journal has more than 30+ active submissions in process, IGI Global recommends that editors of semi-annual publications strive to have no more than one (1) special issue published every two (2) volume years, in order to ensure that an adequate number of standard submissions are moving through the process.

Page Limits

It is important to remember that IGI Global strives for a minimum page count of 50 typeset pages per issue and a maximum of no more than 200 typeset pages per issue. If we are finding that the issue is coming under or over the desired page count, a member of the development team will contact you.

Originality

Only original previously unpublished manuscripts should be considered for publication. Any manuscript that has a pre-publication posting online by another publisher or has already been formally published, cannot be considered. Also, materials posted openly online in databases such as ResearchGate, SSRN, arXiv, etc. should not be considered until they have been pulled from those respective sites. If an Editor-in-Chief has reason to believe that a work has been submitted that may contain plagiarized or copyrighted material, they are advised to run the manuscript through plagiarism software and if the results yield further concern, they are to bring it to the attention of the development editor who will then forward the discrepancy to IGI Global's Intellectual Property & Contracts Department for further investigation. If warranted, the Intellectual Property & Contracts Department will contact the authors regarding potential plagiarism concerns and/or copyright infringement issues.

IGI Global abides by international copyright law, and as such all contributors are asked to sign an IGI Global Author's Warranty and Transfer of Copyright Agreement prior to publication. The warranty portion ensures that materials submitted to IGI Global for consideration are original and have not been published elsewhere previously.

Submission Guidelines

All authors submitting their work for consideration should be submitting their manuscript as a Microsoft Word document in APA style. All submission guidelines, templates, and resources can be found here: https://www.igi-global.com/publish/contributor-resources/

Submission Conflicts

Conflicts of Interest

A conflict of interest occurs when an entity or individual becomes unreliable because of a clash between personal (or self-serving) interests and professional duties or responsibilities and can be highly detrimental to academic publications.

If at any time an Editor-in-Chief suspects a conflict of interest they should bring the matter to the publisher's attention immediately (e.g. an author of submitted work is based at their same institution and on a competitive project). Should a reviewer experience a conflict of interest (e.g. they are aware of the article manuscript author's identity and/or are based at the same institution), they should bring the matter to the Editor(s)-in-Chief attention immediately. If an author perceives that there may be a conflict of interest for their

submitted work, they should include a declaration of any conflict of interest along with the article manuscript upon submission.

Authorship by Editors or Managing Editor Guidelines
The Editor(s)-in-Chief and the Managing Editors **cannot** submit their own manuscript(s) for consideration in standard issues of the journal(s) that they oversee. They may, however, submit their manuscript(s) for consideration to Special Issues within the journal they oversee so long as a Guest Editor is assigning the manuscript for the double-blind peer review.

Should a manuscript authored by an Editor-in-Chief or a Managing Editor of a journal be selected for a standard issue of the journal, the development editor will correspond with the Editor(s)-in-Chief for a replacement of the manuscript and can recommend an alternate related journal that the manuscript can be submitted to for consideration.

Authorship by Review Board Members Guidelines
Journal Associate Editors, Editorial Review Board members, and Ad-Hoc reviewers may submit a manuscript to the journal they serve as a reviewer on. However, the Editor(s)-in-Chief must ensure that the manuscript is submitted for review to a reviewer who does not have a conflict of interest in reviewing the manuscript. It is advised to pay close attention to the author and reviewer affiliations. The author should never be assigned as a reviewer of their own work and the author should be held to the same revision standards as other authors.

Simultaneous Submissions in the System
IGI Global does not allow the same manuscript or multiple versions of a manuscript (revised title, abstract, etc.) to be submitted across the same or multiple IGI Global journals at one time.

IGI Global has recently encountered occurrences where authors will take a manuscript or a certain "edited" version with an "edited title" and submit it across multiple IGI Global Journals (or to the same journal) at the same time for simultaneous processing. Please note and please tell your reviewers and contributors that this action is ethically wrong and IGI Global does not tolerate this behavior. When IGI Global encounters this behavior, IGI Global *will* outright reject *all* the manuscripts submitted by the individual.

If a manuscript is rejected following the peer review, an author can make the appropriate revisions and either submit it for new consideration to the same journal or consider submitting it to another related journal.

United States Sanctions
Effective November 4, 2018, the U.S. Government imposed new regulations dealing with economic, trade, scientific, and military sanctions against Iran. Pertaining to the trade restrictions, it is not possible for IGI Global to publish, sell, or distribute any manuscript contributed by researchers based in Iran. As a United States of America-registered company, IGI Global has no choice except to follow the law of the land that is currently being enforced by the U.S. Government.

*These sanctions correspond with both standard and special issues. Checking the origins of the authors is the responsibility of the Editor(s)-in-Chief. Should there be a contributor from Iran, the Editor(s)-in-Chief **must** contact those authors and ensure that they are aware of the U.S. Sanctions that have been put in place. This will give the authors the opportunity to find another publisher for their manuscript instead of making them wait through the phases and have their manuscript assigned to an issue and then be told that IGI Global cannot publish their manuscript. *Any manuscripts submitted by Iranian contributors will have to be rejected from the system.* **Please note that this direction has been advised to IGI Global by its legal counsel.**

Selecting Papers for Issues

Diversity Across Issues

Please remember that having diversity in your journal is one of the many criteria that indices look for. It is very important that the journal does not appear biased toward any specific demographic, country, university, etc.

- Editors are expected to be mindful of the university affiliations and country/regional representations that are appearing in each issue and volume year and ensure that there is not an unbalanced ratio.
- Editors are expected to ensure that the same authors do not have multiple manuscripts published across one issue, and they also need to be mindful of the number of manuscripts coming from the same individuals across the full volume year.
- Editors are expected to ensure that manuscript submissions from the journal's reviewers are not prioritized over other submissions and that there are not multiple papers in one single issue authored by reviewers.

Indices support a journal when specific criteria is met. One of the criteria is selecting authors from diverse backgrounds, both culturally and by university. If the selection committee at a prestigious indexing organization believes there to be any bias in the selection of papers for each issue, the journal could be at risk of not being accepted into the index, or if already indexed, it could be pulled.

Also, we – IGI Global – collaborate with people from various disciplines from all over the world and from all different universities. These journals reach the far corners of the world and if the readers/subscribers see that some journals show favoritism to one or a few cultural backgrounds/universities over the rest, then the submissions and interest in the journal could greatly decrease.

Maintaining Submission Numbers

For every journal, IGI Global likes to see no less than 30 active manuscript submissions under consideration at one time. It is important to be recruiting authors who have research expertise that fits within the scope of the journal. See the "Calls for Papers" section below to get ideas on how to recruit authors. Also, we strongly encourage that you access the "Advice for Editors" section in the eEditorial Discovery® manuscript submission system.

It is the responsibility of the Editor(s)-in-Chief to regularly revisit the Call for Papers for the journal and make the necessary revisions to ensure its effectiveness.

Should the Editor(s)-in-Chief feel that the title of the journal would benefit from a change, they must go through the publisher. IGI Global reserves the right to change the title of a journal at any time.

Calls for Papers

Calls for papers should be handled by the Editor(s)-in-Chief to ensure that the manuscript submissions adhere to the scope of the journal. Editor(s)-in-Chief should:

- Distribute the call for papers and send personalized invitations to their colleagues and network.
- Utilize listservs to post their call for papers.
- Post the call for papers to relevant research community websites and/or their own personal webpages.
- Reach out to their review board to see if they would be willing to extend a call for papers to their own communities and colleagues and, as such, recruit authors for the journal.

- Recommend the journal to your institution's library as the more visible the journal becomes, the better the likelihood of faculty and researchers submitting manuscripts to the journal.

Should there be an issue with submissions, the development editor for the journal can conduct calls for papers and calls to past contributors of the journal to try and aid with submission numbers.

Should you need help increasing submissions and visibility for your journal, you can find several helpful resources here.

Managing the Review Board

Appointing Reviewers to the Journal
If the journal is lacking in reviewers, it is the Editor(s)-in-Chief's responsibility to conduct a call for reviewers. Each prospective reviewer will need to apply utilizing a reviewer application. The Editor(s)-in-Chief can then approve the application in the eEditorial Discovery® system. It's very important that every reviewer appointed to serve as a full member of the review board or as an Ad-Hoc reviewer, that their consent is given through this application process.

If a Journal's Title and Scope Changes
If the title of the journal has changed, it is the Editor(s)-in-Chief's responsibility to contact the reviewers who served as reviewers on the former title and inquire if they would be willing to transition to the new title under its new scope. If they are, the Editor(s)-in-Chief can request that said person serve on the review board in the same standing they had under the former title. Editor(s)-in-Chief can manage this on their journal's reviewer page.

A Healthy Review Board
Review boards **must** carry no less than eight (8) and no more than ten (10) Associate Editors (AEs) and no less than thirty (30) and no more than fifty (50) Editorial Review Board (ERB) members. The number of Ad-Hoc reviewers associated with the journal **shall not** exceed one hundred (100).

If the journal has several Ad-Hoc reviewers (upwards of 50-100), it is advised that the Editor(s)-in-Chief carefully evaluate the present review board and determine if there are any full Editorial Review Board (ERB) members who have not been completing reviews in a quality and timely manner and consider replacing them by promoting active Ad-Hoc reviewers to a full Editorial Review Board (ERB) member capacity. The same goes for Editorial Review Board (ERB) member promotions to Associate Editor (AE) status. It is advised that reviewers be promoted only after they have completed at least two reviews in a quality and timely manner. Manuscript review windows should not exceed one (1) month from the time that the manuscript was assigned to the reviewer. Should a review board member not respond to the review request, you may reassign more reviewers to the manuscripts that need them. If the reviewer is continually not responding to review requests, they should be promptly removed from the board.

If reviewers are not performing adequately, the Editor(s)-in-Chief has the right to remove the reviewers from the board. The reviewer dashboards within the eEditorial Discovery® system can be a very helpful tool to monitor the progress of each reviewer. To access them, please visit the reviewer page, then under each reviewer there is a menu:
Actions:
Remove Reviewer | Request Information Update | View Reviewer Dashboard
Click on "View Reviewer Dashboard"

Also, each individual review can be ranked in the system to get a sense of the quality and detail provided within each review. Reviews are scored on both timeliness and quality. High quality and timely reviews are essential to a journal's goal of publishing high quality work in a timely manner. Reviewers who complete high quality reviews in a timely manner are providing an essential service to the field and to the journal.

It's also important to ensure diversity across the review board and ensure that there is not an uneven ratio of reviewers located at the same universities, countries, etc. If a reviewer feels at any point that they are familiar with the identity of the author of the submitted work, they should notify the Editor(s)-in-Chief as soon as possible to make sure that the integrity of the blind review process is not compromised.

Periodically, it will be necessary for Editor(s)-in-Chief to update their review board for several reasons. Here are just a few:
      1) Some reviewers will consistently not return reviews in a timely manner.
      2) Some reviewers may resign due to workload or personal reasons.
      3) Some reviewers over time may, unfortunately, not respond to requests for review.
      4) If the review board has started to lack diversity.

It is recommended that Editor(s)-in-Chief conduct a full audit of their review board's performance and diversity every few months.

Reviewer Evaluation

Each review board member should be evaluated every six months. The timeliness, rigorousness, and quality of each review performed during that period should be considered. Exceptional performance should allow the reviewer to move up in the ranks of the review board. This means that when there is a vacancy, Editorial Review Board (ERB) members may be promoted to an Associate Editor (AE) role. Associate Editors (AEs) (or a highly qualified, tenured Editorial Review Board (ERB) member) may even have the potential to be appointed as Editor-in-Chief when there is a vacancy. Poor performance will lead to demotion and eventual removal from the board if the performance continues to decline.

Each of the criteria is scored on a scale from 1 to 5, and is as follows:
1 = Unacceptable, 2= Below Average, 3= Average, 4= Above Average, 5= Excellent

Timeliness of Reviews (1 to 5)
Responsiveness (1 to 5)
Length of Reviews (1 to 5)
Quality of Reviews (1 to 5)

Overall Rating:
18 to 20 Points = High
12 to 17 Points = Average
 4 to 11 Points = Low

Review Board Listings

The review board members who are formally listed on the journal's webpage and in the physical journal are as follows:

Editor(s)-in-Chief, Managing Editors, International Advisory Board members, Associate Editors, and Editorial Review Board members are the only ones that are listed on the journal websites and in the physical journals. Ad-Hoc reviewers are not listed on the websites or in the physical journals because the role of an Ad-Hoc reviewer is to serve as a reviewer for the journal under a trial basis until they complete a few reviews and are promoted. Should an Ad-Hoc reviewer not complete reviews, they

are promptly removed. There is oftentimes a rather large number of Ad-Hoc reviewers and including all of the names on the website will make the reviewer list look too long and cluttered and will likely deter those who are reading the website from scrolling lower to see the contact information of the Editor(s)-in-Chief and the submission button. It will also lead individuals to believe that there is no selectivity in appointing review board members to the journal which can significantly harm the journal's credibility.

Peer Review Guidelines

The Peer Review Process

The peer review process is at the core of reputable scholarly publishing and is the driving force behind all IGI Global books and journals. IGI Global reviewers maintain the highest ethical standards of scientific research and all manuscripts follow a double-blind peer review process that is fully conducted within the IGI Global eEditorial Discovery® manuscript submission system.

The reviews are then easily accessible to the IGI Global editorial staff which ensures that should accusations of questionable peer review arise, IGI Global will be able to support its published authors and editors in dismissing these claims and ensuring the continued success of the corresponding publications. View IGI Global's full Ethics and Malpractice Statement here.

As a publisher of scholarly articles and chapters, IGI Global realizes that fraud erodes the public trust and deeply affects the outcomes of all research results and findings reported within scholarly journals and academic reference books. As such, IGI Global has taken on several measures to avoid such indiscretions:

- The Editor(s)-in-Chief of a book or journal is the only person responsible for the initial review of a submission to verify that it meets the coverage of the book or journal and also to ensure that authors' names and affiliations are removed from the paper prior to assigning it for review.
- All individuals invited to join an editorial advisory or review board must submit a copy of their Curriculum Vitae/Resume for review, and there must be a written email or letter by that person accepting the nomination and appointment to the board. **For journals, the reviewer application fulfills these requirements.**
- All Editor(s)-in-Chief of books and journals must utilize the eEditorial Discovery® manuscript submission system to assign reviewers to manuscripts. Likewise, all reviews must be submitted by the reviewers through the system. This allows a paper trail in the event a question arises surrounding the review process.
- Those Editor(s)-in-Chief of books and journals still in a transition stage of moving all submitted papers to the eEditorial Discovery® manuscript submission system who may be assigning some reviews outside of the system, are asked to submit the reviewer's evaluation form when providing an accepted paper to IGI Global for publication.

For journals, a double-blind peer review process must be conducted on any manuscript that is not desk rejected. No less than three (3) quality peer reviews should be obtained for each manuscript. An ideal peer review secures (3) ERB reviews and one (1) AE review. We understand that some review boards may become unreliable at times and as such, two (2) non-conflicting ERB reviews and one (1) AE review may also be considered.

Editor(s)-in-Chief should be utilizing all reviewers, even those who are in Ad-Hoc standing and as such, we ask that Editor(s)-in-Chief please attempt to assign manuscripts to Ad-Hocs as well as ERB members. This ensures that the full review board is being utilized and will also allow Editor(s)-in-Chief to measure who is reliable.

When assigning reviewers for the ERB review stage, there should be enough reviewers assigned to secure at least three (3) reviews on each manuscript, two (2) of which need to be non-conflicting in order to move the

manuscript. Should the Editor(s)-in-Chief only get two (2) ERB reviews and they are conflicting, the Editor(s)-in-Chief will need to reassign more reviewers to the manuscript.

Once the manuscript moves into the Associate Editor stage of review, IGI Global only requires one (1) round of review by the Associate Editor before the paper can be rejected or revisions can be requested. It is advised that if revisions are requested, that the manuscript once revised, be sent back to the Associate Editor with revision notes for review.

The entire review process can typically take anywhere from twelve (12) to sixteen (16) weeks. Should the reviewers' comments contradict each other or a report is delayed, an additional expert review will be sought. If necessary, revised manuscripts may be returned to the initial reviewers for re-evaluation. The Editor(s)-in-Chief may require more than one revision of a manuscript, and additional reviewers may also be invited to review the manuscript at any time.

Reviewer Selection

The assignment of reviewers is based on the reviewers' areas of expertise. The reviewers' expertise must align with the substance of the manuscript. IGI Global does request that reviewers kindly keep in mind that from time-to-time they will likely be assigned manuscripts that do not 100% align with their current research interests, but as an appointed reviewer we expect and appreciate their willingness to evaluate the manuscript based on its adherence to the overall mission, scope, and coverage of the journal.

The present workload of the reviewer is also considered—a maximum of eight (8) manuscripts will be submitted to each reviewer per year. Return of a manuscript to the author(s) for revision does not guarantee acceptance of the manuscript for publication. The final decision regarding each manuscript will ultimately be made by the Editor(s)-in-Chief, which will be determined based off of a collective of comments from both the Editorial Review Board (ERB) members and also the Associate Editor (AE) (upon receipt of the revised manuscript).

Reviewer Responsibilities and Expectations

Individuals appointed as reviewers are performing an important and valuable job, assuring that a manuscript is being published with integrity and accuracy. Serving as a reviewer is a key step and significant contributing factor in an individual's academic career progression. This responsibility increases visibility, as well as an individual's knowledge of current and novel research in the field. Reviewers are conducting a professional service for their colleagues to improve the quality of their work and the availability of advanced research in the field at large. Reviewers are also encouraged to act as ambassadors for IGI Global, sourcing potential authors and subscribers in their region.

Upon receipt of a manuscript for review, reviewers are requested to carefully read each manuscript, supporting their evaluation with relevant citations with the goal of helping the author(s) construct a more rigorous research work by providing constructive feedback, as well as an honest assessment of the value of the manuscript. Reviewers are requested to provide their overall assessment of the work, followed by a specific list of comments. While grammatical corrections are valuable, the review must stretch beyond the use of punctuation, spelling, and language usage. Reviewers are not expected to copy edit, proofread, or translate the manuscript, as the author is expected to have their work professionally copy edited prior to submission.

An appropriate evaluation includes an analysis of the manuscript's strengths and weaknesses, suggestions on how to make it more complete, relevant, and readable, as well as specific questions for the authors to address. Ultimately, providing advice that leads to action. Vague statements and no points of action do not provide goals for the authors and will hinder any subsequent revisions.

Reviewers are requested to avoid making derogatory and unprofessional comments. If a reviewer does not find the manuscript to be publishable, they should still provide extensive comments regarding why the paper is

not acceptable and constructive directions for future submissions. A decision to "reject" the manuscript, with no feedback to the author(s), does not help them advance their skills. Reviewers are also requested to provide specific page numbers and explicitly state the areas of the manuscript to which they are referring, also providing relevant citations to the authors to improve the work. Also, assessing the tables, figures, and diagrams and providing further recommendations as needed.

Initial Assessment (Desk Review)

All new journal article submissions are submitted through the eEditorial Discovery® manuscript submission system and screened by the Editor(s)-in-Chief for suitability. Those that pass are then assigned to the double-blind peer review process. Authors of manuscripts that are rejected during the initial assessment (desk review) stage will be promptly notified.

Note: Journal Special Issues will require a preliminary review phase where the Special Issue Guest Editor will submit a Special Issue Proposal to the Editor(s)-in-Chief of the journal for consideration. If approved, the Special Issue Guest Editor can begin recruiting content for the Special Issue. Once acquired, the Special Issue materials will then undergo the double-blind peer review process.

Double-Blind Peer Review

Step 1: Once an article manuscript is deemed suitable by the Editor(s)-in-Chief to enter the double-blind peer review process, it will be anonymized and assigned to at least three (3) to five (5) Editorial Review Board (ERB) members (and if needed Ad-Hoc reviewers) via the eEditorial Discovery® manuscript submission system. The assignment of reviewers is based on the reviewers' areas of expertise. The reviewers' expertise must align with the substance of the manuscript. The present workload of the reviewer is also considered (please refer to the previous "Reviewer Selection" section for full information).

Reviewers are given evaluation criteria and asked to provide anonymous comments to the author and may also provide confidential feedback to the Editor(s)-in-Chief.

Review Criteria: *Reviewers are asked to evaluate a manuscript for:*

- **Originality and significance of contribution.** Is the manuscript in congruence with the mission of the journal?
- **Interest to research community and/or practitioners.** How useful is the material to the field?
- **International relevance.**
- **Coverage of existing literature.** Does the literature review contain relevant information in support of the article?
- **Satisfactoriness of methodology, analysis, and comprehension.** Does the article contain a detailed explanation of research methods and procedures?
- **Clear, concise, and jargon-free writing.** Does the article clearly state the issues being addressed?
- **Organizational structure.** Is the article clearly organized in a logical fashion? Are the author's conclusions supported by the research?

Step 2: Once all Editorial Review Board (ERB) member reviews and Ad-Hoc reviewer reviews have been received, the Editor(s)-in-Chief will send the reviews to an Associate Editor (AE) for their evaluation of the manuscript. Once the Associate Editor's (AE's) evaluation is received, the Editor(s)-in-Chief will determine whether the manuscript is accepted, requires revision, or is rejected.

Step 3: The Editor(s)-in-Chief will make the reviews available to the author(s) and the comments to the author(s) of the manuscript are also made available to the other reviewers of the manuscript so that they can continue to improve upon their critiquing skills.

Step 4: If the manuscript is rejected, the process ends and the Editor(s)-in-Chief may recommend another outlet if appropriate. If the manuscript is accepted without any revisions required, then the author will be provided with the formatting guidelines for final submission. If the manuscript requires substantial revisions, then the author will be expected to follow the reviewer's commentary and also the formatting guidelines for the re-submission of the manuscript.

Step 5: Once the revised manuscript is received (if applicable) it will be sent back to the Associate Editor (AE) for evaluation, and then the Associate Editor's (AE's) decision will be sent to the Editor(s)-in-Chief. This process may repeat itself several times before a final decision is reached. If the manuscript is rejected, then the process ends and the Editor(s)-in-Chief may recommend another outlet if appropriate.

Note: *The return of a manuscript to the author(s) for revision does not guarantee acceptance of the manuscript for publication.*

View the IGI Global's full peer review process webpage and flow chart [here](#).

Revision Time Limits
When requesting a revision from the authors, the due dates should not exceed one (1) month from the time that the revision request was sent. Should the author not get the revision in on time, it is important that the Editor(s)-in-Chief reach out to them to ensure that they get their revisions in or to at least confirm whether or not they are still interested in having their work considered for publication. Some authors will require an extension to get their revisions in. It is at the Editor(s)-in-Chief's discretion whether or not the Editor(s)-in-Chief want to give them an extended deadline. Revisions should always be supplemented with revision notes that address the reviewers' commentary.

Submission Status Updates
All manuscript submission status updates, acceptance, and rejection notifications **must** be handled by the journal's Editor(s)-in-Chief. Should an author come to the development editor with a request for a status update, they will forward the author on to the Editor(s)-in-Chief to respond. It is important that the Editor(s)-in-Chief create a rapport with the authors. This will ensure that they will be interested in publishing with the journal again in the future. It is important that editors do not feel pressure from the authors to bypass or hurry any level of the peer review process. Editors should not be accepting any form of remuneration or bribes for pushing the work through the process.

If the manuscript has already been formally accepted following the peer review and the author is stressing that they need their work published for promotion or tenure, but the issue isn't set to be published for a few months yet, IGI Global's Intellectual Property & Contracts Department can provide them with a formal acceptance letter that should suffice until the published work is available.

Regarding submissions that have not been completed, it is the responsibility of the Editor(s)-in-Chief to contact the authors and ensure that they are still willing to publish within the journal. Letting them know the phases that they are still missing (e.g. documents, figures, etc.) allows for a more responsive author.

Should there be old listings from previous years, it is the responsibility of the Editor(s)-in-Chief to reach out to the authors to ensure that they are still interested in publishing within the journal. Should the Editor(s)-in-Chief not receive a response from the authors in two (2) weeks, they may exercise their right as the Editor(s)-in-Chief to remove the listing from the system.

Editorial Decision Time Limit
The Editor(s)-in-Chief are requested to complete their editorial decisions in no more than two (2) weeks. The authors submitting manuscripts to the journal deserve to have their work move through the system in a timely

manner. This will also allow the journal to be in good standing with the authors and ensure that they will consider publishing with the journal again.

Bullying

The Editor(s)-in-Chief is/are **not permitted** to request and/or pressure any author to incorporate citations from work published by the Editor(s)-in-Chief or any other leadership member of the journal. Should we learn of this happening, IGI Global will have cause to take action against the Editor(s)-in-Chief in terms of a contract termination.

Open Access vs. Standard Access

Hybrid Open Access

The majority of IGI Global journals operate under a Hybrid Open Access publishing model which means that when an author is submitting a manuscript to a journal, they may choose to have their manuscript published either standard or under open access.

When an author submits their manuscript under standard access, there is no submission or publication fee of any kind. The authors are requested to sign an Author's Warranty and Transfer of Copyright Agreement and the work will be accessible only through a paywall by customers.

When an author submits their manuscript under open access, there is an Article Processing Charge (APC) of $2,000 USD that helps to offset the costs of producing the work in the absence of subscription fees. The APC is requested after the manuscript has undergone a full double-blind peer review and been accepted for publication. Once the APC is paid, the manuscript will immediately be made available electronically. The author will only be required to sign an Author's Warranty confirming the manuscript's originality, and the copyright for the work remains solely with the author(s) of the manuscript. IGI Global open access journal manuscript publishing offers authors the Creative Commons Attribution 4.0 International (CC BY 4.0) licensing arrangement.

Prompt Processing

Please keep in mind that open access manuscripts are to be moved immediately after they have been accepted and the APC fee paid. As such, it's very important that prompt issue selection occurs for these manuscripts as soon as the Editor(s)-in-Chief are notified by the development staff. This means that Editor(s)-in-Chief may be assigning the manuscript to an issue that is not yet completed and that is ok. The individual manuscript can still be posted online without the rest of the issue contents.

An overview of IGI Global's open access publishing can be viewed here.

Indexing and Abstracting

IGI Global has a dedicated abstracting/indexing team that ***when*** a journal is eligible and meets all of the selection criteria requirements (established for at least two years, on time, has diversity across its submissions and review board, etc.), they will submit an application to the appropriate database. At no time should the Editor(s)-in-Chief submit the application because this could cause the journal to be suspended.

IGI Global submits journals for consideration to the following abstracting and indexing databases:

- Web of Science™ - Science Citation Index Expanded (SCIE)
- Web of Science™ - Social Sciences Citation Index (SSCI)
- Web of Science™ - Emerging Sources Citation Index (ESCI)
- Scopus®
- Ei Compendex
- PsycINFO®
- ProQuest ABI/Inform
- ACM Digital Library
- ProQuest Aluminium Industry Abstracts

- Applied Social Sciences Index & Abstracts (ASSIA)
- Australian Business Deans Council (ABDC)
- Australian Education Index
- Australian Government's Department of Education, Science & Training – Refereed Journal
- Burrelle's Media Directory
- Business Periodicals Index/Wilson Business Abstracts
- Cabell's Directories
- ProQuest Ceramic Abstracts

- Chemical Abstracts Service (CAS)
- ProQuest Computer & Information System Abstracts
- ProQuest Corrosion Abstracts
- CSA Civil Engineering Abstracts
- CSA Illumina
- CSA Mechanical & Transportation Engineering Abstracts
- Current Contents®/Engineering Computing, & Technology
- Current Contents®/Social & Behavioral Sciences
- DBLP
- DEST Register of Refereed Journals
- EBSCOhost's Academic Search
- EBSCOhost's Academic Source
- EBSCOhost's Business Source
- EBSCOhost's Computer & Applied Sciences Complete
- EBSCOhost's Computer Science Index
- EBSCOhost's Computer Source
- EBSCOhost's Current Abstracts
- EBSCOhost's Executive Daily Brief
- EBSCOhost's Library/Information Science & Technology Abstracts with FullTEXT
- EBSCOhost's Science & Technology Collection
- EBSCOhost's STM Abstracts
- EconLit
- Electronics & Communications Abstracts
- Emerald Abstracts
- Engineered Materials Abstracts
- ERIC – Education Resources Information Center
- European Reference Index for the Humanities and Social Sciences (ERIH)
- Gale Directory of Publications & Broadcast Media
- Genamics
- GetCited
- Google Scholar
- HCIBIB
- IAOR Online
- IndexCopernicus
- Information Science Abstracts
- International Bibliography of the Social Sciences
- Internet & Personal Computing Abstracts
- ISBIB
- JournalTOCs
- KnowledgeBoard
- LearnTechLib
- Library & Information Science Abstracts (LISA)
- Library Literature & Information Sciences
- ProQuest Linguistics & Language Behavior Abstracts (LLBA)
- Materials Business File – Steels Alerts
- MediaFinder
- Norwegian Social Science Data Services (NSD)
- ProQuest Advanced Technologies & Aerospace Journals
- ProQuest Biological Science Journals
- ProQuest Computer Science Journals
- ProQuest Education Journals
- ProQuest Engineering Journals
- ProQuest Illustrata: Natural Science
- ProQuest Illustrata: Technology
- ProQuest Materials Science Journals
- ProQuest Military Collection
- ProQuest Natural Sciences Journal
- ProQuest SciTech Journals
- ProQuest Technology Journals
- ProQuest - ABI/Inform
- ProQuest Public Affairs Information Service (PAIS International)
- PubList.com
- RePEc
- Research Library
- SCIRUS
- Solid State & Superconductivity Abstracts
- The Index of Information Systems Journals
- The Informed Librarian Online
- The Standard Periodical Directory
- Ulrich's Periodicals Directory
- VINITI-Russian Academy of Science
- Worldwide Political Abstracts (WPSA)

Should you want to have your journal submitted for consideration to an abstracting or indexing database that is not listed, please contact the journal's development editor.

View more information on abstracting and indexing here.

Summary

All the points above are meant to provide important guidelines and best practices to ensure that each and every journal published by IGI Global receives the highest level of recognition and meets all ethical standards.

It's important to note that in order to ensure the greatest success for a journal, Editor(s)-in-Chief should maintain a healthy dialogue with their journal's development editor on the status of the journal and submissions within the system. Telling the development editor their intentions, the tentative dates of the next issue, or even something as simple as telling them that they have assigned a few manuscripts out for review will greatly help. This lets the development staff know that the Editor(s)-in-Chief is/are actively attempting to keep the journal in a healthy state.

Questions?

Should you have any additional questions that were not laid out in this document, please feel free to contact the development editor for your journal and they will gladly answer any questions you have.