AUB Research Series: Reviewing and Editorial Process

Submission and Initial Screening

1. Submission: Authors submit their manuscripts manually through the email of the editorial team.

2. Initial Screening: The editorial team conducts an initial screening to assess the suitability of the manuscript for the article, considering factors such as topic relevance, adherence to scope, guidelines, and overall quality. The editorial team will provide feedback to the authors within 1 week.

Peer Review Process

1. Peer Reviewer Selection: If the manuscript passes the initial screening, the editorial team selects appropriate peer reviewers based on their expertise and availability.

2. Review Process:

   o Double-Blind Review: Both the author and reviewer identities are concealed to ensure impartiality.

   o Review Criteria: Reviewers assess manuscripts based on criteria such as originality, significance, methodology, data analysis, clarity of writing, and adherence to ethical guidelines.

   o Review Timelines: Reviewers are expected to complete their reviews within a specified timeframe.

3. Reviewer Feedback: Reviewers provide detailed feedback, including strengths, weaknesses, suggestions for improvement, and a recommendation (e.g., accept, revise and resubmit, reject).

Editorial Decision

1. Editorial Decision: The editor, considering the reviewer feedback, makes a final decision:

   o Accept: The manuscript is accepted for publication.

   o Revise and Resubmit: The manuscript is returned to the author with specific revisions required.

   o Reject: The manuscript is rejected.

2. Author Response: Authors are expected to address reviewer comments and revise their manuscript accordingly.

Post-Acceptance Process

1. Copyediting: The accepted manuscript undergoes copyediting to improve clarity, consistency, and grammar.

2. Proofreading: The manuscript is proofread to identify and correct any typographical errors.

3. Layout and Formatting: The manuscript is formatted according to the style guidelines.

4. Publication: The final version of the manuscript is published online and in print.

Ethical Considerations

The journal adheres to strict ethical guidelines, including:

- Plagiarism Check: All submitted manuscripts are screened for plagiarism.

- Conflict of Interest: Reviewers and editors must disclose any potential conflicts of interest.

- Confidentiality: Reviewer identities and confidential information are protected.

- Data Integrity: Authors are expected to adhere to data integrity standards.

By following this rigorous reviewing and editorial process, the ARS Journal aims to maintain its high standards of quality and ensure the publication of innovative and impactful research.