When a manuscript is submitted by an author, a Managing Editor completes a technical check to ensure that the manuscript meets minimum requirements for submission.

Editor reviews the manuscript and assesses manuscript fit.

Associate Editor reviews the manuscript and determines appropriate reviewers to assign the manuscript.

Once an invitation to review is accepted, reviewers have 30 days to complete their reviews.

Editor reviews all Reviewer and Associate Editor comments, and makes a decision.

Once all reviews are submitted, they are reviewed by the Associate Editor.

The Associate Editor makes a recommendation for the manuscript and it is sent along to the Editor.

Editor carefully drafts decision letter and notifies the author(s).

*Note: the Editors also serve in the Associate Editor role for some manuscripts.

**For revised manuscripts, we seek the same reviewers when possible.