
EDITORIAL

Introducing the Editorial Process

Dear Esteemed Members of the society and the readers of this Journal,

The Journal Publication process for a scientific journal includes efforts on part of the authors (researchers), the reviewers, the editorial board and the team at the publisher's office (managerial, language and editing experts, typesetters, scientific contents and web portal management team, etc). In this second editorial, I would like to confess with you that the editorial team does not have larger control on the processes, timelines and standards of a professional peer-reviewed journal.

In order to explain the same, I would like to detail out the editorial process for Journal of South Asian Association of Pediatric Dentistry:

- The manuscript submission by an author involves preparation of details of the scientific report in the form of a manuscript along with required figures, tables and annexure if any. It also requires preparation of certain documents like a cover letter, declaration of financial/nonfinancial conflict of interest, role of various authors, copyright transfer and ethical declarations.
- The manuscripts submission platforms of the website need specific document type (resolution in case of figures/photographs) and permissions to use tables, diagrams, pictures, research tools, etc. The upload process and preparation of documents with signatures of all authors need about 1 man-day of work.
- After submission, the managing editor has a checklist of files for finding out completion of submission. Once this part is complete the manuscript is assigned an ID number for further processing.
- The assistant/associate editor now checks for scientific relevance pertaining to the scope of journal as well as violation of ethical principles and blinding of the manuscript. They also ensure that while forwarding the manuscript to the editor-in-chief, the identity of the author/institution is not disclosed in the text or otherwise.

The editor-in-chief gives first reading to the article and assigns it to minimum three reviewers with a time line. If the reviewer does not accept to review within 7 days, a reminder mail is sent to the reviewer. After accepting to review, the reviewer has to complete the scientific review of the manuscript within the time period assigned. However, in extreme cases, extratime may also be provided with specific reasons.

- Once the three reviewers (sometimes even two) send the remarks, the editor-in-chief has to send back the manuscript to the author for revision with moderated remarks of reviewers and also suggestions from editorial office.
- The authors are given 2 weeks of time to revise the manuscript and resubmit along with reply to each remark of the reviewer in a reply template as a separate file.
- Once the authors resubmit the revised manuscript and reply to remarks, it again flows through the managing editor, associate and assistant editor and then to editor-in-chief.
- The revised manuscripts as well as reply to remarks are now assigned again to the same reviewers to seek their opinion about the changes made in the manuscript. Based on their further remarks/acceptance, the article is processed further. Many a times the reviewers ask for further revisions/clarifications in the manuscript and the processes is repeated again.
- At this stage, one of the members of the editorial team has to perform detailed scientific review again so as to make the manuscript publishable in journal. At this stage also the authors might need to provide clarifications or make some changes in the manuscript.
- After passing all these stages satisfactorily, the editor in chief accepts the article and sends to publishers' office for further language, plagiarism and grammar check, referencing style, picture clarity and resolution, etc. Sometimes, the publisher's office may also seek clarifications/revision from the authors.
- On clearing all the above stages, the manuscript is being sent for manuscript preparation and page setting by the publisher. The draft pages prepared in PDF are then sent to author for final check and approval. The PDF draft version is also checked for appropriate placement of tables, figures, graphs annotations, etc. in correct place in the manuscript by the editorial team as well as the authors.
- The editorial team also looks at the final version and decides about allocation to an issue of the journal and if required the need for expert comments, commentary, editorial, etc. on the topic and process the same. The editor-in-chief gets to know about the author of a particular manuscript only at this stage. However, the associate and assistant editors do not get access to the name of reviewers during the whole process till the end.
- Once the various manuscripts are allocated for an issue, the scheme of presenting the journal in terms of sequence of articles, artwork and important messages in-between are finalized between editorial team and publisher's office.

In this whole process, normally the time taken for single manuscript is between 120 days and 150 days if the publishers, editors, reviewers, authors and page-setters follow the time lines strictly and only one time revision is made.

In conclusion, it is a joint responsibility of the members of the society (authors), senior members and mentors (reviewers), editorial team and publishing house to bring out good quality journal and timely publications.

Wishing all a great year of health, happiness and prosperity!

Vijay Prakash Mathur

Editor-in-Chief

Journal of South Asian Association of Pediatric Dentistry