

Brief Standard Operating Procedure for TJESDT

Process No	Descriptions	Responsibility	Months in a Year
1	Call for announcements with specific theme, dates, accept article submission	Editors & Associate Editors	First two weeks of Jan/Jul
2	Do branding for inviting articles across nation under the themes	Branding Team	Last two weeks of Jan/Jul
3	Reviewer invitations and updates in reviewer profile database	Review board members	Feb/Aug
4	Close the submission, article consolidation, scope and template checking	Review board members	First two weeks of Mar/Sep
5	Get the verified list of articles from review board, send articles for the identified/selected reviewers and collect review comments from 2-3 members	Associate Editors	Last two weeks of Mar/Sep
6	Review comments need to be communicated to the authors (major/minor level)	Editors & Associate Editors	Last two weeks of Apr/Oct
7	Editors decisions (accept/ major/ minor/ reject)	Editors & Associate Editors	May/Nov of every year
8	Consolidate the accepted articles for publication	Publication board members	May/Nov of every year
9	Publish the articles with volume, issue number in online with ISSN	Publication board members	Jun/Dec of every year