

# Guidelines to Editors/Reviewer

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## 1. Roles & Responsibility

This section defines the role and responsibility of an Editor who will resume the responsibilities for editing the paper, in different aspects of journal criteria. The editor is the head of the journal that will be responsible to maintain the journal profile and reputation.

The editor has following role:

- Responsibility for the journal's content
- Ensuring the journal's aims and scope
- Any changes of direction in the field of study of emerging work
- Editor will work closely with the journal's publisher, ensuring the strategically development of journal
- Editor and the publication house both can give suggestion in this regard, to achieve the goal of the journal, based on their complementary expertise

## 2. The Editorial team

The Editorial team consists of Editor in chief and number of Editors with assistant editors and the reviewers corresponds to advisory committee. The potency and extent of the journal's editorial board depends on the journal, but in general one or more editors can lead a team of editorial board members.

## 3. The Editor

Editor should ensure the following responsibility:

- To maintain the publishing schedule of the journals of Rivista Science Publisher requires only high quality manuscripts submission to the corresponding journals
- If insufficient or incomplete manuscripts are being submitted, then editor has the right either to reject the submission or discuss with corresponding author
- Editor has right to change the subject matter of the manuscripts if any changes of direction in the field of study can include novelty of emerging work
- Editor can select the editorial board of his choice, in collaboration with publishing House. He may also keep on appealing the editorial board for the progress of the journal and ask their innovative ideas for the development of editorial board and the journals
- The editor has the right to arrange the editorial board meeting involving all editors at annual gathering or he can discuss to any co editor and reviewer for the improvement of the journal
- The publisher will remain in touch with the editor on regular basis for journal's related queries such as performance and possible strategies for development of journals as well as advertising and print opportunities
- Editor has to see every manuscript very carefully and to ensure that it has been reviewed properly within the given time limit.

#### **4. Associate Editor**

The objective behind associate editor is to help the editor in case if the number of manuscript submission is high in rate and if number of submissions is too large for one editor to handle than associate editor can help the editor in this regards. Since the journals have broad scope so it is not possible for one editor to make all the decision about submitted manuscript in all relevant areas.

Associate editors may play a vital role between the editor and the editorial board such as:

- Co-Editors/Section Editors
- Editorial board Advisors
- Editorial Committee Members
- If you are working with additional editors, then papers may be divided between you on the basis of Subject Specialization.

#### **5. Editorial Board**

The editorial board is the gathering of journal advisory editorial board, a group of subject experts in the specified journal field. Some committee members can be the member of another advisory committee but they have submitted their NOC to the publisher from other journals.

The board's responsibility includes:

- Subject matter expert
- Reviewing of submitted manuscripts
- Advising on journal criteria and policy with scope
- Motivating new authors and submissions

The publishing house editor can select editorial board with advice from associate editor to work with publication house. The editorial board can be revised every three or four years, involving new individuals and inviting others by publication house policy or renew existing members for another term. You can also change the editorial board between these revision periods if any board member resign and you may decide to either replace them immediately or wait for the revision.

The quality of a journal is judged the individuals subject expert of its editorial board. There is no ideal size for a board but can vary that depends on the rate of submitted manuscript within the journals. Guest editors are invited for special issues but the general editor has the right to check all the submitted manuscript with proper review.

Non-board member reviewers whose reviews are of a high standard and/or who have shown an interest in and commitment to the journal can send their resume to the journal with complete details to be the member of reviewing committee. Editor can ask existing board members to suggest any ideas if they have to improve the quality of journal. Ex- Board member's suggestion and innovative ideas towards the improvement of the publication house and the journal are happily accepted.

## **6. Reviewer**

The role of reviewer is to resume the responsibilities for reviewing the paper as soon as possible (minimum time frame is two months) and submit the reviewed draft of final paper to the corresponding editor.

The Editorial board is responsible for reviewing all submissions to a journal but Journals have the bench strength of additional reviewers if the submission rate is high then they may be call upon when required. It is not compulsory that every reviewer should be known to editor but the advisory committee member can pass the manuscript to his colleague for review if he is busy or the time limit is about to complete but the committee member should agree with standard reviewing process.

The reviewers are also a team of editorial board where younger scientists or researcher review the manuscript up to their experience through peer-reviewing activities. If you have not sufficient reviewer team than you can ask the editorial member to connect with educated personalities to

whom you can impend. The reviewers have direct access to the abstracts and full text in Scientia Praecepta of referenced articles published by Rivista Science Publisher from the manuscript they are reviewing.