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# EDITORIAL REVIEW GUIDELINES FOR ACADEMIC EDITORS

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This document provides guidelines, valuable information and recommended procedures which will assist you throughout the editorial review process.

## EDITORIAL REVIEW PROCESS

The review is performed online, through the Academic Editor Panel. To access the panel, visit <https://mts.IntechOpen.com/account/login> and find your Academic Editor Panel under 'Your Panels' menu at the top of the screen.

The main steps of the review process are:

- STEP 1- Preliminary Step
- STEP 2- Chapter Proposal Review
- STEP 3- iThenticate Control and Full Chapter Review
- STEP 4- Defining Book Subject and Book Sections
- STEP 5- Defining Book Title and Uploading Preface

## STEP 1 – PRELIMINARY STEP

The Academic Editor gains access to the Academic Editor Panel immediately before



the call for book chapters has started.

Before commencing the main Editor Peer Review, the Academic Editor is required to read and accept the Agreement. This is an official document defining the Copyright terms and conditions of the book project, as well as duties and responsibilities of the Academic Editor and publisher.

Only after the Academic Editor accepts the terms and conditions stated in the Agreement can he/she start the main Editor Peer Review. Below the Academic Editor Agreement, the Academic Editor can find his/her Notification of Academic Editor Appointment.

## Book Title: Non-Invasive Diagnostic Methods - Image Processing

Publishing Process Manager: **Mr. Edi Lipovic**

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### REVIEW PROCESS


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**Preliminary step** > Review Chapter proposals > Review Full Chapters > Book sections > Book title & preface

### Preliminary step

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Before you start the Main Editor Peer Review on this book project you are required to read and accept the conditions outlined in the Book Editor Agreement.

-  [Book Editor Agreement](#)
-  [Notification of Appointment](#)

\* ☐ I Agree

By clicking on the I Agree button you acknowledge that you have read the terms and conditions of the Agreement and that you accept it in full. Note: if necessary you can request the pdf version of the Book Editor Agreement by email ([e.lipovic@intechopen.com](mailto:e.lipovic@intechopen.com))

**PROCEED TO NEXT STEP »**



## STEP 2 – CHAPTER PROPOSAL REVIEW

2.1. The Academic Editor is expected to read the chapter proposals as they arrive. Chapter Proposal Review provides Academic Editor with information about each Author's proposed topic.

### IMPORTANT:

All Authors who registered are given an opportunity to submit a full chapter. However, the Academic Editor has the option to mark proposals that might be out of scope and suggest other potential book projects for such proposals. In case there are multiple proposals that are of good quality but cover the same topic and might cause overlap, it is suggested to confirm them at this stage, since the submission of full chapters will allow for a better insight of the project as a whole.

2.2. By clicking 'Review' under Actions, the Academic Editor gains access to that particular proposal.

2.3. Each Chapter Proposal consists of a: tentative chapter title, short topic description (100 - 150 words), keywords, co-authors (if defined at the time of proposal submission).

The review form allows the following choices for each proposal:

- **Approve proposal** - please select this option to mark all proposals which are approved.
- **Suggest improvements and approve proposal** - please select this option to mark all proposals which are approved but you would like to make some suggestions for preparing the full chapter. In this case, please insert your suggestions into the comment box which appears once you select this option:
- **Out of scope** - select this option for topic proposals which are not within the scope of the book, and in that case, you should suggest other possible topics in the field provided (this is mandatory). If your suggestion matches a current



project, you will be able to select it from a drop-down menu. You can also suggest a topic of your own.

## Review Chapter Proposals

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### CHAPTER INFORMATION

**Title:** The role of splenectomy in the immune response in patients with gastric cancer

**Author:** Ph.D. Chulkova Svetlana

**Keywords:** B-lymphocytes, cells of the marginal zone of the spleen, templatevalue antigens, humoral immunity, stomach cancer, splenectomy, splenomegaly D2-lymphodissection.

**Topic:** The spleen is one of the most significant organs ensuring the constancy of the B-cell link of immunity. Splenectomy for the purpose of adequate lymphodissection in stomach cancer causes pronounced and long-term dysfunction of the various parts of the immune system. Peripheral blood B-lymphocytes subpopulations have been studied in patients with gastric cancer into two groups: group 1 - patients with gastrectomy and D2-lymphodissection without splenectomy, 2-nd group - patients with gastrectomy, D2-lymphodissection and splenectomy. Subpopulations of B-cells were studied in a direct immunofluorescence reaction using a triple fluorescent label. The expression of membrane antigens was evaluated in the gate CD19+B-cells. The following membrane markers on B-cells (CD19+) were studied in 3-color flow cytometry: CD20, CD21, CD23, CD38, HL A-DR, CD71, CD10, CD95, CD25, CD5,  $\kappa$ - and  $\lambda$ -light chains of Ig. After operation in patients with splenectomy it was noted tendency of diminution of CD19+CD21+ cells ( $p=0,08$ ), while the number of CD19+CD5+ cells significantly increases ( $p=0,013$ ). In this group of patients number of CD5+CD19+ cells was significantly higher than in patients whose spleen was not removed during operation.

- ☒ **Approve proposal**
- ☐ Suggest improvements and approve proposal
- ☐ Out of scope

[PROCEED](#)

In case you think you might need more time, please inform your Author Service Manager so that he/she can notify the Author(s) about the delay.

As soon as a proposal is approved, the Author(s) will start preparing their full chapters (approximately two months is allocated for the preparation of full chapters).



### STEP 3 – ITHENTICATE AND FULL CHAPTER REVIEWCHAPTER PROPOSAL REVIEW

3.1. Every time a new chapter is uploaded for review, the Academic Editor is notified by e-mail and is then able to read and review the submitted full chapter manuscript on the Academic Editor Panel. The deadline for submitting the review report for each individual chapter is 7 days from the chapter submission date. Often there is a long-time interval between the first and the last manuscript. Therefore, the Academic Editor is expected to read and review the chapters one by one, as soon as they are uploaded.

3.2. Before starting the chapter, review consult the **Full Chapter Review Guidelines- Best Practice**, a document which is available under Important Documents at the Review Full Chapter step.

3.3. Prior to reviewing the content of the full chapter, Academic Editors need to check the results of the **iThenticate** plagiarism check performed by iThenticate software. This software is integrated into the Academic Editor Panel and the results (in the form of the % i.e. similarity index) are displayed for each individual chapter.

#### IMPORTANT:

In order to get reliable results, when setting up their iThenticate account, the Editors should include the following settings under Folder options (as shown in the screenshot below):

- exclude bibliography
- exclude small matches; word count should be 40 words
- limit searched to these repositories: Crossref, Internet, Publications



## Folder Name •

Failed uploads

*Check to exclude quoted text from comparison of documents submitted in this folder*

☐ **Exclude quotes**

*Check to exclude bibliography from comparison of documents submitted in this folder*

☒ **Exclude bibliography**

*Check to exclude phrases associated with this folder (or with your account) from comparison of documents submitted in this folder*

☐ **Exclude Phrases**

*Check to exclude match instances from reports that are below the set word count.*

☒ **Exclude Small Matches**

**Set match exclusion threshold:**

Exclude all match instances below the set threshold  
from reports.

Word Count  words

## Exclude Sections:

*Check to exclude the Abstract from comparison of documents submitted to this folder.*

☐ **Abstract**

*Check to exclude the Methods and Materials section from comparison of documents submitted to this folder. Includes variations: Method, Methods, Materials and Methods*

☐ **Methods and Materials**

## Limit searches to these repositories •

*Documents submitted in this folder will search checked repositories.*

☒ **Crossref**

☒ **Internet**

☒ **Publications**

Update Settings

[Cancel](#)



On the Academic Editor Panel, only the percentage can be seen, but in order to analyze the potential overuse of previously published material and access the complete similarity index report, the Academic Editor needs to sign in to iThenticate directly, by clicking on the similarity index percentage next to each chapter.

The login information for iThenticate will be sent to the Academic Editor once the first full chapter has been uploaded. In case the iThenticate similarity index is not yet available for the chapter once signed in to the Academic Editor Panel, please wait for the results of the plagiarism check before submitting a full chapter review report. iThenticate Guidelines can be found on the Academic Editor Panel and are accessible at any time during the publishing process.

3.4. Only after the chapter has been analyzed through iThenticate can the Academic Editor review the scientific content of the chapter. The chapter can be accessed by clicking 'Review' next to each chapter title. Author Guidelines can also be found under Important Documents to help Academic Editors get acquainted with the structure of the full chapter. Please note that the full chapter should be 10-20 pages long (including figures, tables and references).

ID	Chapter Title	Author	Review Deadline	Ithenticate report	Status	Actions
149151	Constitutive modeling of masonry walls strengthened with fiber reinforced polymers	Prof. Doran Bilge	-	<u>2%</u>	Reviewed	
149415	Prefabricated steel-reinforced concrete composite column	Prof. Hwang Hyeon-Jong	-	<u>17%</u>	Reviewed	
150312	Ultra high performance concrete and its composite structure design basis	Prof. Xiangguo Wu	-	<u>7%</u>	Reviewed	
152238	Behavior of RC Beam Structure with External Prestressing Tendons	Dr. Wang Teng	-	<u>0%</u>	Reviewed	

Reviewed 4 / 4 full chapters.



3.5. Academic Editors are required to include their findings in the Review Report. The focus of the review should be the scientific content of the chapter. In the review report, the Academic Editor must:

- Be constructive
- Include iThenticate report findings
- Evaluate Originality
- Give feedback on Methods and Results

3.6. The Academic Editor reviews the full chapters by filling out the review form for each chapter and ultimately decides whether a chapter is suitable for inclusion in a book or not.

#### CHAPTER REVIEW

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In the review report you must :

- Be **constructive** (provide clear instructions on how to improve the overall quality of the manuscript)
- Include **iThenticate** report findings (plagiarism check)
- Evaluate **Originality** (You may run the chapter through [SciGen Detection software](#) to check whether the manuscript might be computer generated)
- Provide feedback on **Methods and Results**

#### TITLE

Chapter title:

Cannabis Use Disorder

It suits the manuscript's content

#### ORIGINALITY

iThenticate Report Findings:

Similarity index: 0%

Is the chapter acceptable in its current form?

☐ Yes

☐ No

#### METHODS USED

Are the research methods and analysis well explained?

☐ Yes

☐ No (please provide suggestions for improvement below).





#### KEY RESULTS

Is the discussion carried out in a satisfactory manner?

- ☐ Yes
- ☐ No (please provide suggestions for improvement below).

Does the conclusion support the presented research ?

- ☐ Yes
- ☐ No (please provide suggestions for improvement below).

#### REFERENCES

Is the reference list adequate?

- ☐ Yes
- ☐ No (please provide suggestions for improvement below).

#### COMMENTS FOR AUTHORS

- What is your general assessment of this chapter? What suggestions do you have for improving the manuscript?
- Remember: Focus on the scientific content of the chapter; don't reject chapters based on their format; be constructive with your comments; express yourself clearly using the highest level possible of English.
- 160 Words minimum

o Words

Full chapter review options for each chapter are:

- **Accept**
- **Accept with minor revision** (no second review required, the editor does not receive the revised chapter for second review)
- **Major revision** (second review required and the editor must review the revised chapter).
- **Reject**



**EDITOR DECISION**

- ☐ Accept
- ☐ Accept with minor revision (**no second review required**)
- ☐ Major revision (**second review required**)
- ☐ Reject

**CONFIDENTIAL COMMENTS FOR PUBLISHER**

- Comments for the publisher are confidential and will not be shared with the authors

**SUBMIT**

After requesting Major Revision for a chapter, the Academic Editor must review the revised chapter.

The editor is able to see and download their first review comment as well as download the revised chapter. The editor has the following options for revised chapters after Major revision was requested:

- **Accept**
- **Minor revision**
- **Reject**

If the Academic Editor finally deems a chapter to be unacceptable, the author(s) is(are) informed that the chapter has not been accepted for publication. If the review



report result requires the chapter to be revised again with minor revision, the author(s) are informed and asked to revise it. Chapters that go for another revision, will not be available on the Academic Editor panel but will only be sent to the Academic Editor by the Author Service if requested. When the manuscript meets all of the Academic Editor's requirements, it is accepted for publication, and authors are informed about the acceptance of their chapter.

**IMPORTANT:**

Please remember that we require all contributors, authors and editors alike, to uphold and maintain the highest standards in communication. We kindly ask that all communication that will be presented to authors utilize a professional approach, as well as the highest level possible of written English. Remember to express yourself clearly and be concise.

At the end of each review form, the Academic Editors can include notes to the Publisher. Comments for Publisher are confidential and will not be shared with the Authors.

3.7. IntechOpen Academic Editors' decisions during editorial review are independent from the Publisher. IntechOpen does not interfere with the Academic Editors' work under any circumstances.

**IMPORTANT:**

If any unavoidable delays in the review process appear, the Academic Editor should notify his/her Author Service Manager. All chapters must be reviewed before the publishing process can proceed to the next step. The chapters, once reviewed and revised by the authors, will be sent to Language Copyediting and Technical Editing.

3.8. Instead of presenting the original work in the book that they are editing and in order to ensure maximum coherence and relatedness within the book, Academic Editors are encouraged to write an Introductory Chapter. This chapter explains the nature and purpose of the book subject matter and significance of its contents for the readers, without presenting individual book chapters (which should be covered in the Preface).



The introductory chapter is listed as the first chapter in the Table of Contents and its title must be Introductory Chapter. However, this chapter should have an additional subtitle which is defined by the editor. The length of this chapter should be 2-3 pages (maximum 10 pages allowed). It should not contain an abstract and keywords but can contain figures and references. This chapter is treated like any other chapter in the book, which means that it is subject to iThenticate screening, language copyediting, typesetting etc.

You can ask your Author Service Manager to provide you with an example introductory chapter of an unrelated project if you think it would be helpful.

## STEP 4 – DEFINING BOOK SECTIONS

### Book Sections

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The aim of this step is to create the table of contents.

To structure and organize the chapters within the book, you should divide them into sections.

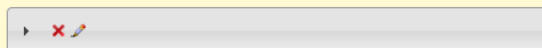
#### Next Step:

1. Create a new section by clicking on "Add New Section". Each section must be given a title.
2. Drag and drop titles from the list (of all chapters on the left).
3. Choose "Save State" to save the section organization.
4. Proceed to next step once you have completed the task.

**Note:** If you have just one section, you can place and order all the chapters in one section. In this case, the section title may or may not be identical to the title of the book.

Preview Summary enables you to review the completed work and the organization of the sections and chapters.

**ADD NEW SECTION**



4.1. The Academic Editor is asked to create Book sections, one by one. To structure and organize the chapters within the book, the Academic Editor divides them into sections by dragging and dropping titles from the list to the section previously created by clicking on “Add New Section.” Each section must be given a title.

**IMPORTANT:**

If the Academic Editor does not wish to create multiple sections, he/she can also group all of the chapters into one section. In this case, the section title can be identical to the title of the book. Sections and chapters can be arranged in whatever order the Academic Editor deems best and a preview of the Table of Contents is available to double check the arrangements. Chapters can be freely moved from one section to another. The Academic Editor can also rearrange the order of the sections within the Table of Contents by dragging and dropping section in the order they like. After completing the task, the Academic Editor is asked either to save the changes with the aim to make further corrections, or to proceed to the next step if the version of the Table of Contents is the final one.

**STEP 5 – DEFINING THE BOOK TITLE AND PREFACE**

5.1. After finalizing the review, defining the book sections and arranging the chapters, the Academic Editor should define the Book Title more precisely.

A title is the first thing readers notice about a book. Therefore, it is important that the title reflects the book content accurately and also attracts readers by standing out from other book titles. The editors are advised to avoid general titles such as: *(Recent) Advances in..., Topics/Updates on..., Overview of...*

5.2. The Academic Editor is then asked to write the Preface. A preface is an introduction to the book written by the editor(s) in which the editor(s) speak directly to the readers. Writing a preface is mandatory.

Suggested preface structure:



- Opening paragraph (1): introduction into the topic and book
- Central paragraphs (2-3): about the book (general); structure of the book (description of sections, individual chapters)
- Closing paragraph (1): conclusion and acknowledgments
- Signature (editors and co-editors): title, name & surname, affiliation, country

The preface should be at least one page long (Times New Roman, 9-point font, 350 - 400 words), and not longer than 3 pages. If you wish to write more about the topic itself, please do so in the Introductory Chapter. You can ask your Author Service to provide you with an example preface of an unrelated project if you think it would be helpful.

5.3. The Academic Editor's last assignment is to send to their Author Service Manager and/or upload on this section:

- his/her short CV (max. 120 words)
- back-cover text (max. 120 words)
- photograph (resolution of at least 300 dpi)
- delivery address (including the phone number)

This information will be used on the back cover of the book. The book cannot be published online and sent to print without it.

5.4. The Academic Editor should also fill in his delivery address to which the complimentary hard copies of the book will be sent.

5.5. As soon as the Academic Editor's Preface is uploaded, the book title has been changed and the delivery address filled in, the Academic Editor can finalize the process by clicking "Mark Finished." After that, further online access to the book will not be possible through the Academic Editor Panel. The book is then passed to the Technical Editors who prepare it for online publication and print.



For any further questions or suggestions please contact your Author Service Manager.

THANK YOU!

