

FINAL DECISION OF EDITOR-IN-CHIEF

Title of the paper:

Authors:

Progress and Completing the editorial process phases	Date	Yes	No
1. The author submits a manuscript and it receives a registration number			
2. Technical pre-check of the manuscript to decide whether it falls within the scope of the journal and Plagiarism check of the manuscript			
3. The editorial team decides whether to send the manuscript to peer-review. If the decision is not to send the manuscript for review, the Editor contacts the author with the reject decision			
4. The Editor assigns minimum two potential Reviewers to the manuscript and the author is notified			
5. Reviewers agree to review the manuscript submit their reports to the Editor			
6. The editorial team discusses the reviewer reports			
7. If the 1 st round of reviewer reports recommends revisions the Editor contacts the author with the decision of revision			
8. Receiving and sending the revised paper to the Reviewers for rechecking after major revisions			
9. Final Decision after one or more rounds of peer-review and revisions (after favorable reviewer reports for publication of the revised paper)			
10. Final submission and acceptance is communicated to the authors			
11. Once a manuscript is accepted, the corresponding author will be asked to sign a License agreement and is asked for the ORCID			
12. Post-acceptance the manuscript is editing for complying with the journal template and is assigning DOI number			
13. Publication of the paper on the journal website			
14. Completing the table with metadata for indexation			
15. Appeals & Complaints of the authors on the editorial decision			
What is your final decision (tick one)? () Accept for publication, () Reject, but encourage resubmission of new manuscript, () Reject with no encouragement to resubmit,			

Date,

Editor-in-chief