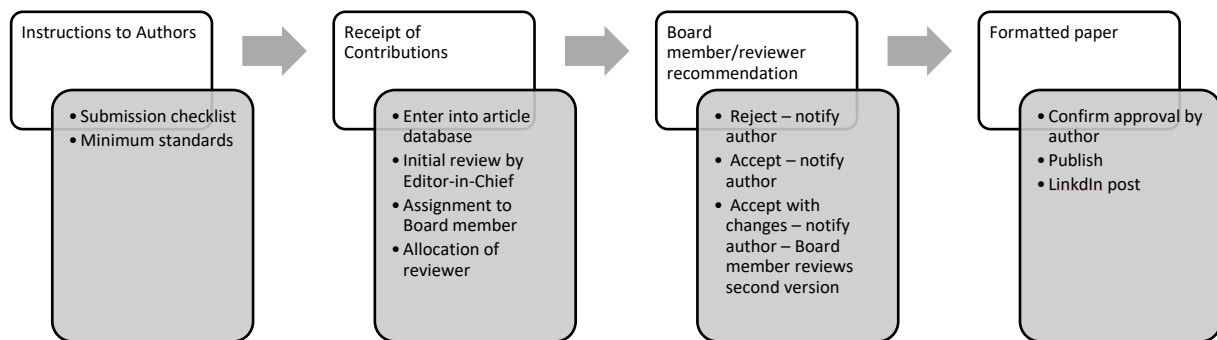


Editorial Process // Military-Medicine Journal



Full description of the editorial Process for the Military-Medicine Journal:

The Instructions to Authors contain guidance on the type of article for the Journal and the requirements for submission.

After receiving an article by an author, the Editorial Manager undertakes the following:

- Creates a folder for the article with a date of receipt and a unique file number. E.g. 2021Sep12-1234-Author. All files associated with the paper are saved to the folder.
- Adds the paper to the article database
- Checks the minimum standards of the article (e. g. format, length/word count, structure - title, abstract, main text, references, supporting information, ...) against the article checklist.
- Decides: accept for review, require changes, reject.
- Sends an email to the author confirming receipt and the decision.

[All emails should use the file number as the title. A 'print pdf' version of all emails should be saved to the folder by the Editorial Manager]

If everything is fine, the article (and a link to the folder) will be forwarded to the Editor-in-Chief. He undertakes the following:

- Make an initial review
- Decides: accept for review or reject – if reject he will write an email to the author (cc'd – to Editorial Manager enter into the Tracker)
- If accepted, he will forward the article to one different person as a reviewer from the list of reviewers in the Tracker. (cc'd to Editorial Manager to enter into the Tracker)

The reviewer will review the article and undertake the following:

- Review the paper

- Send an email to the Editor-in-Chief according to the template (at the end of the document)
- recommend - “Accept”, “Accept with changes”, “Reject”

On receipt of the Reviewer’s email, the Editor-in-Chief, will reply to the author (cc Editorial Manager) with one of the following decisions:

- Accept. See template. The Editorial Manager then formats the article and confirms the final version with the Author before publishing.
- Accept with changes. See template.
- Reject see template.

On publication, all articles will be highlighted in the ‘What’s new’ section and on social media.