

Review Process Description for Members of the Editorial Board (hereinafter referred to as the Board)

Updated June 2014

ALL articles:

- Articles are anonymised by the secretary and sent around to members of the Board.
- All articles are read by members of the Board
- Each article is assigned to two reviewers for an in-depth review
- Two Members of the Board, 1st and 2nd reviewer, present their view on the article to the full Board meeting.
- The Board discusses all articles submitted in plenary session.
 - The Board reserves the right to seek an external view on any article where deemed appropriate.
 - Where articles are submitted by a member of the Board that member may not attend the meeting when a discussion on the submission takes place. An external review may also be sought.
- A list of shortlisted articles is prepared.
- The decision of the Board is final.

Shortlisted articles:

- Feedback is prepared and sent to the author (corresponding author or lead author in case of multiple authorship). If the article needs some editing or fine tuning a new deadline is set to allow changes to be made.
- Edited/updated articles are sent back to the reviewers to ensure that articles meet the journal standards and the amendments or recommendations have been incorporated.
- Articles are ready to be published on the Journal.