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**IGI Global**  
**Open Access Journal Editorial Policy**  
**2021-2022**

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## About IGI Global

Headquartered in Hershey, Pennsylvania, USA, IGI Global is a leading international academic publisher committed to facilitating the discovery of pioneering research that enhances and expands the body of knowledge available to the research community. Working in close collaboration with expert researchers and professionals from leading institutions, including Massachusetts Institute of Technology (MIT), Harvard University, Stanford University, University of Cambridge, University of Oxford, Tsinghua University, Australian National University, and many more, IGI Global disseminates the highest quality vetted research content (as a FULL member of the international Committee on Publication Ethics (COPE)) across 350+ topics in 11 core subject areas. All of these publications have been contributed by over 100,000+ industry-leading researchers and experts worldwide, ensuring that each title contains the most emerging and timeliest research. To ensure that institutions are able to affordably access this valuable research content, all of these titles are available through IGI Global's [InfoSci®-Books](#) (5,300+ e-books) and [InfoSci®-Journals](#) (185+ e-journals) databases. View our subject coverage below:

- [Business and Management](#)
- [Computer Science and Information Technology](#)
- [Education](#)
- [Environment and Agriculture](#)
- [Government and Law](#)
- [Library and Information Science](#)
- [Media and Communications](#)
- [Medicine and Healthcare](#)
- [Science and Engineering](#)
- [Security and Forensics](#)
- [Social Sciences and Humanities](#)

Celebrating over 30 years of publishing excellence, IGI Global boasts an ever-expanding portfolio of over 5,300+ reference books, 185+ highly indexed journals, and a broad collection of [InfoSci®-Databases](#), hosting IGI Global's entire collection of advanced e-books and e-journals, covering the most sought-after research concepts on one user-friendly platform. IGI Global's commitment to providing the highest quality publications, excellent service, and a positive image coupled with a steadfast pledge to put the research community and underrepresented research concepts before profit makes IGI Global a unique and preferred publisher.

## **IGI Global's Mission**

IGI Global is a proven, trusted, and reliable source for publishing and disseminating cutting-edge resources that fuel innovations and inspire positive societal changes. IGI Global strives to enhance the current body of scientific knowledge through close collaborations with researchers and scholars worldwide. Through a commitment to sound ethical practices, an agile publishing process, and customer-centric values, IGI Global accelerates the pace of research discoveries.

## **IGI Global's Vision**

Our vision is to provide a viable and credible publishing experience for aspiring and prominent researchers who seek to expand the current body of scientific knowledge across diverse fields of study. IGI Global promotes forward-thinking discourse within the academic community by:

- Mandating a rigorous peer review while maintaining a high level of transparency throughout the entire publishing process
- Disseminating vetted scientific research rapidly and effectively to a worldwide audience
- Enabling the expansion and enhancement of emerging research within underrepresented research areas

## **Introduction**

The objective of the Open Access Editorial Policy is to provide clear explanations, best practices, and guidelines for the editorial management of IGI Global Gold Open Access Journals. All Editor(s)-in-Chief and members of the review board are expected to familiarize themselves and respectfully follow the policies and expectations established for IGI Global Gold Open Access Journals. The following policies and guidelines are to ensure the highest level of quality, integrity, accuracy, and impact for IGI Global Gold Open Access Journals. IGI Global is currently accepted as a FULL member of the international [Committee on Publication Ethics \(COPE\)](#) due to its strict adherence to ethical publishing.

### **Types of Submissions**

- Research articles
- Conceptual models
- Theory building
- Innovative methodologies and policies
- Research focusing on policy implications
- Case studies examining current, past, or future issues
- Book reviews on selected books, textbooks, or specific topics

### **The Role of the Editor-in-Chief**

The role of the Editor(s)-in-Chief of a journal entails being able to successfully carry out various central responsibilities. The following is a general list of what is expected of an Editor-in-Chief:

- Organizing and maintaining an editorial review board.
- Acquiring quality research articles.
- Sending article manuscripts for double-blind peer review.
  - Securing at least 3 reviews on each article manuscript.
- Coordinating the article manuscript revision process with contributing authors.
- Ensuring that all contributing authors strictly follow IGI Global's formatting and submission guidelines.
- Ensuring that authors submit materials that are properly copy edited and proofread for correct English grammar, punctuation, and spelling, and that all references and in-text citations are correct and strictly adhere to **APA style**. Note: If an author chooses to utilize any of [IGI Global's Author Services](#) on their

article manuscript, the amount paid for any of these author services will be deducted from the final open access Article Processing Charge (APC).

- Running plagiarism checks on research articles to ensure that the research articles have not been plagiarized.
- Ensuring that the article manuscripts that are being considered for publication have never been published before elsewhere.
- Promoting the journal within their peer network.
- Recruiting qualified individuals to guest edit special issues for the journal.
- Keeping IGI Global abreast of any indexes or international libraries that may be of interest to the betterment of the journal.
- Staying in regular contact with the development editor with whom they have been assigned to collaborate.
- Seeking funding bodies and/or partnership opportunities to help offset the costs associated with the Article Processing Charge (APC).
- Supporting the dissemination of the open access research by posting and sharing it within their peer network.
- Encouraging contributing authors and reviewers to disseminate the full article manuscripts within their peer networks.
- Alerting IGI Global to Open Access directories that fit the scope of the journal.

### **The Role of the Managing Editor**

The role of the Managing Editor is to provide a helping hand to the workload of the Editor(s)-in-Chief. There should be no more than two (2) Managing Editors appointed to a journal. Often, the Editor(s)-in-Chief may request the Managing Editor to perform the following functions:

- Expanding the reach of the journal
  - Helping with increasing submissions and visibility of the full published articles
- Moving article manuscripts in the system
- Sending article manuscripts through initial assessment (desk review)
- Assigning reviewers to article manuscripts
- Sending article manuscripts out for revisions
- Helping to organize and maintain the review board

\*Note: Managing Editors should get a confirmation from the Editor(s)-in-Chief before making important decisions on article manuscripts.

### **Appointed Leadership**

IGI Global understands that recruiting a co-editor will help with the workload of a journal. However, the maximum number of Editor(s)-in-Chief that can be contracted to a journal is three (3). This ensures accurate and constant communication between the Editor(s)-in-Chief and that all Editor(s)-in-Chief are fully aware of what transpires with the journal on a daily basis. If there are disputes between the Editor(s)-in-Chief of a journal, IGI Global as the publisher, will not get involved. It is the responsibility of the Editor(s)-in-Chief to resolve all disagreements between each other in a professional manner.

Also, as was mentioned above, Editor(s)-in-Chief are welcome to invite and appoint Managing Editors to support with the workload as well.

If an Editor-in-Chief decides to step down, the Development Editor should be immediately notified. It will then be at the discretion of IGI Global who will be appointed to takeover the vacant Editor-in-Chief position.

If an Editor-in-Chief decides to step down and they have co-editors, all the other editors will need to confirm that they are aware of the departure. A contract addendum will need to be signed outlining the removal of the editor from the contract agreement and confirming the current editorship.

Should any adjustments to the leadership of the journal be required, a formal contract addendum will need to be issued out by the Intellectual Property & Contracts Department and all parties will need to sign the agreement.

### **The Role of Reviewers**

Individuals appointed to a journal review board are performing an important and valuable job, assuring that the journal is being published with integrity and accuracy. Those currently serving on the review board are expected to review an average of 3-5 manuscripts per year. Occasionally, reviewers may be requested to complete evaluations for additional manuscripts in the event that the number of submissions suddenly increases or that the Editor(s)-in-Chief is/are in the midst of reforming the journal's review board. All reviews must be conducted through the eEditorial Discovery® manuscript submission system and returned to the Editor(s)-in-Chief electronically by the assigned due date from the time the manuscript is received. Deadlines will be clearly stated in the review request with an expectation that completed reviews will be turned in within roughly seven (7) to ten (10) days.

### **Special Issue Leadership**

#### Special Issues - Role of the Journal's Editor(s)-in-Chief:

The role of the journal's Editor(s)-in-Chief is different for special issues than standard. It is important to allow the special issue Guest Editor(s) to handle the manuscripts within the system that have a subtitle that says, "Special Issue Submission." If the Guest Editor(s) is/are not performing their duties responsibly or in a timely manner, the Editor(s)-in-Chief is/are permitted to begin to perform decisions on the manuscripts and can effectively cancel the special issue.

Cancellation of a special issue can also occur due to a low number of manuscripts submitted to the special issue. If a special issue is canceled, the Editor(s)-in-Chief may contact the authors of the few manuscripts that were recruited for the special issue and provide them with the opportunity to have their work considered for a standard volume and/or issue (as applicable) of the journal.

Once the special issue is complete, the Guest Editor(s) will ask for the Editor(s)-in-Chief's final decision. If the Editor(s)-in-Chief approves of the issue materials, the manuscripts can be formally assigned with a volume and issue number (as applicable).

#### Special Issues - Role of the Guest Editor(s):

The Special Issue Guest Editor(s) perform(s) all of the editorship responsibilities for the article manuscripts submitted to the special issue. This means that the Guest Editor(s) oversee(s) the recruitment of authors and article manuscripts for the special issue. It is important for the Guest Editor(s) to provide the Editor(s)-in-Chief regular progress reports as per the Editor(s)-in-Chief's discretion. For special issues, article manuscripts in any phase should not be sitting longer than two (2) weeks. This allows a steady flow of article manuscripts to be moving through the system. Once the special issue is complete, the Guest Editor(s) is/are required to get the approval of the Editor(s)-in-Chief of the journal.

Guest Editors of special issues in process with a Gold Open Access Journal must acquire a minimum of eight (8) article manuscripts for publication in the special issue (there is no maximum cap) and also provide an editorial preface or letter from the editor for the special issue. Guest editors should ensure that the contributions within the special issue exemplify diversity, with contributing authors hailing from a variety of countries and institutions. Guest Editors of special issues in process with a Gold Open Access Journal may collectively submit up to two (2) article manuscripts of their own to the special issue, however, their manuscript(s) must be managed and assigned for review by someone not listed as an author on the

manuscript(s). Full transparency surrounding the peer review process for the manuscript(s) must be disclosed to the Editor(s)-in-Chief of the journal as well as to the publisher, specifically, clarifying who assigned the manuscript(s) for peer review, who reviewed it/them, and ultimately who accepted it/them. Additionally, in the editorial preface or letter from the editor, the Guest Editors of the special issue are expected to clarify the peer review process executed on the full issue, and most importantly the peer review process conducted on any manuscript(s) authored by the Guest Editors. Please note that Guest Editors are encouraged to think about submitting their work for consideration to a standard issue of the journal in lieu of to their own special issue. Guest Editors will be held to the same Article Processing Charge (APC) fee (*which also includes eligibility for the same APC discounts, waivers, and subsidies as all other article manuscript contributors*) and peer review process standards as all other article manuscript submissions to the special issue. See notes regarding special APC waivers for special issues under the "APC Subsidizing and Waivers" section below.

## Gold Open Access

### Rights and Licensing

IGI Global open access journal article manuscript publishing offers authors the Creative Commons Attribution 4.0 International (CC BY 4.0) licensing arrangement. The copyright for the work remains solely with the author(s) of the article manuscript. After the initial publication of the article manuscript, third parties may share (copy, distribute, transmit) the article manuscript and adapt it for any purpose, under the condition that the authors of the article manuscript are given credit and that the publisher is properly noted, and that in the event of reuse or distribution, the terms of this license are made clear.

### Article Processing Charges (APCs)

In the traditional subscription-based model, the cost to the publisher to produce each article is covered by the revenue generated by journal subscriptions. Under Open Access, all the articles are published under a Creative Commons (CC BY) license; therefore, the authors or funding body will pay a one-time article processing charge (APC) to offset the costs of all of the activities associated with the publication of the article manuscript, including the digital tools used to support the manuscript management and review process, the typesetting, formatting and layout, online hosting, the submission of the journal's content to numerous abstracts, directories, and indexes, third-party software (e.g. plagiarism checks), editorial support which includes manuscript tracking, communications, submission guideline checks, communications with authors and reviewers, as well as all promotional support and activities which includes metadata distribution, press releases, promotional communications, web content, ads, fliers, brochures, postcards, etc. for the journal and its published contents; and the fact that all published articles will be freely accessible and able to be posted and disseminated widely by the authors.

Payment of the APC fee (directly to the publisher) by the author or a funding body is not required until **AFTER** the manuscript has gone through the full double-blind peer review process and the Editor(s)-in-Chief at his/her/their full discretion has decided to accept the manuscript based on the results of the double-blind peer review process. **Please note that there is absolutely NO correlation between the APC (Article Processing Charge) being paid by the author and the results of review process outcomes. Please also note that IGI Global cannot schedule the article for publication or publish the article until payment has been received.** The APC can only be set and collected by IGI Global.

It is recommended to procure a funding body organization willing to aid the journal with the publication of open access articles.

It is important to note that review board members who submit article manuscripts to the journal, once their article manuscript has undergone the full double-blind peer review process, will be held to the same APC standards that all other contributors are held to if their work is accepted for publication. Review board members will be eligible for the same APC discounts, waivers, and subsidies as all other article manuscript contributors. The same applies to Guest Editors of special issues.



## APC Subsidizing and Waivers

To assist researchers in covering the costs of the APC in OA publishing, there are various sources of OA funding. Additionally, unlike many other publishers, IGI Global offers flexible subsidies, 100% Open Access APC waivers, discounts, and more.

*IGI Global Resources for OA Funding:*

- **IGI Global's OA Fee Waiver (Read and Publish) Initiative:** For any library that invests in IGI Global's InfoSci® Databases, IGI Global will match the library's investment with a fund of equal value to go toward subsidizing the Open Access APCs for their patrons. This provides authors with 100% OA subsidies to be utilized toward any IGI Global journal. Learn more [here](#)
- **Discounted Open Access APCs for Low- and Middle-Income Countries:** For authors from low- and middle-income countries, IGI Global automatically waives 100% or 50% of journal Open Access APCs depending on the author's affiliated country. Learn more [here](#)

*Additionally, find below common OA funding resources that provide additional information on country funding, OA standards, and more:*

- [Sherpa Juliet](#) is a searchable database of research funders' OA policies.
- [The Open Access Directory](#) maintains a list of institutional funds for OA publishing.
- [SPARC](#) maintains a list of North American universities and university libraries with OA funds.

For special issues in process with a Gold Open Access Journal, the special issue Guest Editors will receive two (2) APC waivers for the special issue that they may utilize at their discretion, either covering their own manuscripts' APC fees or they may allocate them to other manuscript submissions to the special issue. If the special issue happens to have funding secured by the Guest Editors that will cover the APCs for all articles planned for publication within the special issue, it is important that the Guest Editors disclose this information to the publisher upfront (during the special issue proposal phase or at the very least before the call for papers is issued out).

Editor(s)-in-Chief of Gold Open Access Journals will receive two (2) APC waivers to utilize in publishing their work as open access in IGI Global Journals (Hybrid Open Access or Gold Open Access Journals).

The Following Submission Types Do Not Require an APC Fee:

- Book Reviews
- Research Notes

Although an APC is required for Research Articles, please note that although the submission page will display an APC for Invited Papers, if you contact us directly noting that an article manuscript is an Invited Paper we can coordinate an APC fee waiver.

## Funding Body Information

When an author chooses to publish under Open Access, they will have the opportunity to fill in funding body information for their article manuscript in the submission system. The information includes: The name of the organization, a contact individual (their full name), the contact mailing address, contact email and contact phone number. There is an optional section that the author can fill out for awards or contract IDs.

The Funding Body information that was input in the system will be located at the bottom of the manuscript underneath the Conclusion and before the References. This heading will serve as an acknowledgement with the heading "Funding Agency" and serves to acknowledge the university or other organization that aided with the funding of the Open Access article publication.

**An overview of IGI Global's open access publishing can be viewed [here](#).**

## Use of the Manuscript Submission System

### About the eEditorial Discovery® Manuscript Submission System

IGI Global's chosen manuscript submission system is eEditorial Discovery®. The system supports with the editorial management of projects and streamlines the following areas:

- Launching a call for papers
- Submission of manuscripts
- Submission and project tracking (with dashboards that showcase the overall status of the journal)
- Storage of critical documents and information
- Communications (ability to send reminders to authors and reviewers)
- Quality assurance
- Assigning manuscripts for peer review (throughout all stages of the peer review process)
- Review board management (with dashboards that showcase the overall performance of the reviewers)
- Revision processing
- Author proofing
- Promotional material and content access

### Supporting Ethical Practice

Because IGI Global is an accepted full member of the **Committee on Publication Ethics (COPE)** and takes pride in a rigorous double-blind peer review process, it is very important that each and every journal is managed within the eEditorial Discovery® system and maintains the highest level of accuracy and integrity. Every journal must have full review documentation for every published article. Should the journal ever be called into question for its peer review practices, it's very important that the editorial team at IGI Global have access to all article manuscripts submitted for consideration to the journal and supporting peer reviews. Proof of peer review is extraordinarily important especially as predatory publishers and vanity presses are conducting questionable peer review practices. If a manuscript is authored by a prestigious individual that was carefully invited and vetted by the Editor(s)-in-Chief and deemed an "Invited Paper", the Editor-in-Chief is encouraged to notify IGI Global immediately as the peer review process on these entries will differ.

### Mandate

Every journal **MUST** be actively utilizing the eEditorial Discovery® system to manage submissions and perform peer reviews, with a zero-tolerance policy on publishing work that has not been fully vetted through the eEditorial Discovery® system. This means that every Editor-in-Chief, Managing Editor, Special Issue Guest Editor, Reviewer, and Author will need to be fully logged in and active in the system. Hybrid use (working in and out of the system) **will not be allowed**. Should you have any questions regarding the system, please do not hesitate to contact the development editor of the journal.

If an author is having trouble submitting their article manuscript into the system, please be sure that their document is in .docx format. Anything else cannot be uploaded into the system. Should they continue to have issues with the system, please forward them to the development editor, and they should be able to help. It's very important that authors submit their article manuscripts through the system to ensure that the appropriate final versions are being used for publication, and so that they will have access to their proofs and content later.

Moving article manuscripts in the system is important to ensure accuracy, quality, and timely processing. We **will not** accept any issues or article manuscripts submitted to us by e-mail. Should you have any questions regarding the system, please ask the development editor and they will be able to help you navigate the system.

## Schedule of Deadlines and Frequency

### Prompt Processing

It's very important that article manuscripts are being processed in a timely fashion. Promptly upon submission the article manuscript should undergo a desk review and then if the article manuscript meets all of the specifications should be put immediately into the full double-blind peer review process. A first decision should reach the author of the article manuscript in roughly 30 to 45 days.

The following turnaround is recommended:

*Reviewers are given an average of 7 to 10 days to write their reviews. Five days are given for the review of a revised manuscript. Authors can expect a first decision in roughly 30 to 45 days. Once the manuscript has been formally accepted, it can be published in as little as 3 to 5 days, providing that the Article Processing Charge (APC) has been successfully processed and all submission guidelines met.*

### Publication Frequency

#### Volume Year Only Frequency

The majority of IGI Global Gold Open Access Journals are migrating away from a formal publication schedule, with less restrictions of specific issue slots. Under Gold Open Access, IGI Global will be publishing articles immediately online for the journal following the peer review and formal acceptance ((so long as the Article Processing Charge (APC) has been successfully processed and all submission guidelines have been met)).

For those journals moving away from a set publication schedule and no longer carrying set issue restrictions, the Editor(s)-in-Chief is/are asked to ensure that a consistent number of article manuscripts are published within each volume year (calendar year) of the journal publication and that Editor(s)-in-Chief should strive to steadily increase the number of articles published annually. There should be an absolute minimum of at least twelve (12) article manuscripts published in a volume year to ensure eligibility for the Directory of Open Access Journals (DOAJ).

For journals moving away from the set issue schedule, it is recommended that for standard article manuscripts (not special issue article manuscripts), when they are accepted following the double-blind peer review process, they be assigned to one single volume and issue container – example: Volume 1, Issue 1, with all standard article manuscripts numbered sequentially across that volume and issue and published as part of that “issue” up through to the end of the volume year (calendar year). Special issues should be separated out into their own issue containers within the volume year – Example: Volume 1, Issue 2, then the next one would be Volume 1, Issue 3, and so on and so forth, with sequential numbering of the article manuscripts within each of those special issues. Any questions on this structure can be directed to [openaccessadmin@igi-global.com](mailto:openaccessadmin@igi-global.com).

Only the volume year will be reflected on the webpage of the journal and in the database, it is only internally within the eEditorial Discovery system where there is any formal numbering being assigned to the article manuscripts.

#### Other Frequencies

For those journals still finishing out the current volume year under their current frequency of publication (bi-monthly, quarterly, or semi-annual), a reminder that the following are the guidelines for each frequency schedule of deadlines as well as a breakdown of the anticipated number of article manuscripts per published issue. Please note that depending on the timing of the conclusion of the last issue of the volume year, there may be a need to add additional articles to the last issue up through the year-end:

### Number of Issues Per Volume Year

Regarding the number of issues that your journal is supposed to publish per volume year:

If your journal is **bi-monthly**, there will be **six (6) issues** published per volume year and you, as the Editor-in-Chief, will follow the bi-monthly publication schedule as listed below.

If your journal is **quarterly**, there will be **four (4) issues** published per volume year and you, as the Editor-in-Chief, will follow the quarterly publication schedule as listed below.

If the journal is **semi-annual**, there will be **two (2) issues** published per volume year and you, as the Editor-in-Chief, will follow the semi-annual publication schedule as listed below.

Below are explanations of the aforementioned schedules that IGI Global currently executes across its journal collection. If you need clarification as to what schedule your journal is currently operating on, please contact the assigned development editor for your journal:

### **Critical Components in the Schedule:**

**Issue:** The months listed in this column provide the segment of the volume year the issue is covering. The issue is expected to be released slightly prior to the start of that segment.

**Paper Submission Deadline:** In this column, the dates listed are when article manuscripts are expected to be submitted in order to make the issue. Any article manuscripts submitted after this date will have a more difficult time being finalized in time for the issue's release. Considering there will be attrition and delays, if an Editor-in-Chief is striving for five (5) article manuscripts in the issue, it is good to have 10+ manuscripts in process at this point in time.

**Initial Assessment Complete:** The dates listed in this column give the Editor(s)-in-Chief an idea of when the initial assessment phase (desk review) should be completed and article manuscripts (if acceptable) should be assigned out to reviewers in order to be finalized in time to make the issue's release.

**ERB Review Complete:** The dates listed in this column are the absolute final dates that the Editorial Review Board (ERB) reviews should be completed for the article manuscripts in order to make the issue. It is important to be in frequent contact with the reviewers assigned to the article manuscripts. Sending reminders through the system as well as via a personal e-mail may help to secure timely reviews. Keep in mind though that if the reviewer is not fulfilling their obligations, they should promptly be removed from the review board.

**AE Review Complete:** The dates listed in this column are the absolute final dates when the Associate Editor (AE) review should be completed for the article manuscripts in order to make the issue. It is important to be in frequent contact with the reviewers assigned to the manuscripts. Sending reminders through the system as well as via a personal e-mail may help to secure timely reviews. Keep in mind though that if the reviewer is not fulfilling their obligations, they should promptly be removed from the review board.

**Revised Papers Due:** The dates in this column are when the revised versions of article manuscripts (revised per the reviewers' comments) are due in order to make the issue.

**Issue Copy Deadline:** The dates in this column are for the finalized issues to be submitted to the development editor. Getting the issues in by these dates allows for the development editor to begin finalizing the issues and moving them into the next stages of the process. The queues in each editorial department are continually growing and by submitting the materials in a timely fashion it allows the issues to be prioritized appropriately and provides ample time for proofing and other quality control measures. This also ensures the journal's timely release.

### Bi-Monthly Publication Schedule (Six Issues Per Year)

Issue	Paper Submission Deadline	Initial Assessment Complete	ERB Review Complete	AE Review Complete	Revised Papers Due	Issue Copy Deadline (Issue Due to Publisher)
<b>1<sup>st</sup> Issue Jan- Feb</b>	May 1 <sup>st</sup>	May 15 <sup>th</sup>	June 15 <sup>th</sup>	July 15 <sup>th</sup>	August 15 <sup>th</sup>	September 1 <sup>st</sup>
<b>2<sup>nd</sup> Issue Mar-Apr</b>	July 1 <sup>st</sup>	July 15 <sup>th</sup>	August 15 <sup>th</sup>	September 15 <sup>th</sup>	October 15 <sup>th</sup>	November 1 <sup>st</sup>
<b>3<sup>rd</sup> Issue May-June</b>	September 1 <sup>st</sup>	September 15 <sup>th</sup>	October 15 <sup>th</sup>	November 15 <sup>th</sup>	December 15 <sup>th</sup>	January 1 <sup>st</sup>
<b>4<sup>th</sup> Issue July-Aug</b>	November 1 <sup>st</sup>	November 15 <sup>th</sup>	December 15 <sup>th</sup>	January 15 <sup>th</sup>	February 15 <sup>th</sup>	March 1 <sup>st</sup>
<b>5<sup>th</sup> Issue Sept-Oct</b>	January 1 <sup>st</sup>	January 15 <sup>th</sup>	February 15 <sup>th</sup>	March 15 <sup>th</sup>	April 15 <sup>th</sup>	May 1 <sup>st</sup>
<b>6<sup>th</sup> Issue Nov-Dec</b>	March 1 <sup>st</sup>	March 15 <sup>th</sup>	April 15 <sup>th</sup>	May 15 <sup>th</sup>	June 15 <sup>th</sup>	July 1 <sup>st</sup>

Please keep in mind that should your journal have a bi-monthly publication schedule, you will be expected to complete each issue with a minimum of five (5) articles. The first issue of the 2021 volume year **MUST** be given to the IGI Global Development Editor by **no later than September 1<sup>st</sup>, 2020**.

### Quarterly Publication Schedule (Four Issues Per Year)

Issue	Paper Submission Deadline	Initial Assessment Complete	ERB Review Complete	AE Review Complete	Revised Papers Due	Issue Copy Deadline (Issue Due to Publisher)
<b>1<sup>st</sup> Issue Jan-Mar</b>	March 1	March 15	April 15	May 15	June 15	July 1
<b>2<sup>nd</sup> Issue Apr-Jun</b>	June 1	June 15	July 15	August 15	September 15	October 1
<b>3<sup>rd</sup> Issue July-Sept</b>	September 1	September 15	October 15	November 15	December 15	January 1
<b>4<sup>th</sup> Issue Oct-Dec</b>	December 1	December 15	January 15	February 15	March 15	April 1

Please keep in mind that should your journal have a quarterly publication schedule, you will be expected to complete each issue with a minimum of five (5) articles. The first issue of the 2021 volume year **MUST** be given to the IGI Global Development Editor by **no later than July 1<sup>st</sup>, 2020**.

### Semi-Annual Publication Schedule (Two Issues Per Year)

Issue	Paper Submission Deadline	Initial Assessment Complete	ERB Review Complete	AE Review Complete	Revised Papers Due	Issue Copy Deadline (Issue Due to Publisher)
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<b>1<sup>st</sup> Issue Jan-Jun</b>	June 1	June 15	July 15	August 15	September 15	October 1
<b>2<sup>nd</sup> Issue July-Dec</b>	December 1	December 15	January 15	February 15	March 15	April 1

Please keep in mind that should your journal have a semi-annual publication schedule, you will be expected to complete each issue with a minimum of five (5) articles. The first issue of the 2021 volume year **MUST** be given to the IGI Global Development Editor by **no later than October 1<sup>st</sup>, 2020**.

## Issue Requirements

### Standard Issue Article Counts

Journals still operating under a quarterly or bi-monthly frequency should publish a minimum of five (5) article manuscripts per issue. Decisions to publish an issue with less than 5 article manuscripts will be made at the publisher's discretion. Journals still operating under a semi-annual frequency should be aiming to publish a minimum of eight (8) article manuscripts per issue, however, ten (10) article manuscripts per issue is ideal. Journals moving to a volume year only publication frequency should aim to publish no less than the total number of articles published the year prior but should be aiming to steadily work toward publishing a higher number each year. It is important to keep in mind that to maintain eligibility for inclusion into the Directory of Open Access Journals (DOAJ), there will need to be a minimum of 12 article manuscripts published in each volume year.

### Special Issue Article Counts

The minimum number of article manuscripts published in each special issue of a Gold Open Access Journal is eight (8) (there is no maximum cap), and the collection of articles should reflect the highest level of selectivity and diversity. Two-part special issues may be considered at the discretion of the journal's Editor(s)-in-Chief and IGI Global's Executive Editorial Board.

### Special Issue Limits Per Volume Year

There is no limit to the number of special issues that may be published in a Gold Open Access Journal per volume year (calendar year), however, IGI Global does request that Editor(s)-in-Chief be cognizant of the ratio of special issue article manuscripts recruited as compared to standard article manuscripts and ensure that the highest level of selectivity and diversity is represented among the published content.

It's important to ensure a healthy balance of both standard article manuscript submissions and special issue article manuscript submissions moving through the process. Should there be more special issue content in a volume year than standard submissions, not only does it give off the perception that there is favoritism toward special issues, but it also could put the standard article manuscript submissions on a publication delay and may deter authors from submitting article manuscripts for consideration in the future or may result in them withdrawing their current submission(s) from consideration.

### Originality

Only original previously unpublished article manuscripts should be considered for publication (as IGI Global will be exercising First Publication Rights). Any article manuscript that has a pre-publication posting online by another publisher or has already been formally published, cannot be considered. Also, materials posted openly online in databases such as ResearchGate, arXiv, Academia.edu, SSRN should not be considered until they have been pulled from those respective sites. Once the work has been formally accepted and planned for publication under open access by IGI Global or when it is formally published under open access by IGI Global, then authors will be welcome and encouraged to post the work wherever they wish (pre-publication or post-publication posting), including the databases mentioned above. If an Editor-in-Chief has reason to believe that a work has been submitted that may contain plagiarized or copyrighted material, they are advised to run the document through plagiarism software and if the results yield further concern, they are to bring it to the

attention of the development editor who will then forward the discrepancy to IGI Global's Intellectual Property & Contracts Department for further investigation. If warranted, the Intellectual Property & Contracts Department will contact the authors regarding any potential plagiarism concerns and/or potential copyright infringement issues.

All article manuscript contributors are asked to sign an IGI Global Author's Warranty prior to publication. The warranty ensures that materials submitted to IGI Global for consideration are original and have not been published elsewhere previously.

### **Submission Guidelines**

All authors submitting their work for consideration should be submitting their article manuscript as a Microsoft Word document in APA style. All submission guidelines, templates, and other resources can be found here: <https://www.igi-global.com/publish/contributor-resources/>

The submission guidelines webpage specifically can be found here: <https://igiprodst.blob.core.windows.net/public-publish/journal-guidelines-for-submission.pdf>

## **Submission Conflicts**

### **Conflicts of Interest**

A conflict of interest occurs when an entity or individual becomes unreliable because of a clash between personal (or self-serving) interests and professional duties or responsibilities and can be highly detrimental to academic publications.

If at any time an Editor-in-Chief suspects a conflict of interest they should bring the matter to the publisher's attention immediately (e.g. an author of submitted work is based at their same institution and on a competitive project). Should a reviewer experience a conflict of interest (e.g. they are aware of the article manuscript author's identity and/or are based at the same institution), they should bring the matter to the Editor(s)-in-Chief attention immediately. If an author perceives that there may be a conflict of interest for their submitted work, they should include a declaration of any conflict of interest along with the article manuscript upon submission.

### **Authorship by Editor(s)-in-Chief, Guest Editors, and/or Managing Editors**

Editor(s)-in-Chief **cannot** submit their own article manuscript(s) for consideration to standard issues of the journal(s) that they oversee. They may, however, submit their article manuscript(s) for consideration to special issues within the journal they oversee so long as a Guest Editor is assigning the article manuscript(s) for the double-blind peer review.

It is important to note that Editor(s)-in-Chief and Managing Editors who submit article manuscripts for consideration, once their article manuscript has undergone the full double-blind peer review process, will be held to the same APC standards (which also includes eligibility for the same APC discounts, waivers, and subsidies as all other article manuscript contributors) that all other contributors are held to if their work is accepted for publication. Please note that under no circumstance should an Editor-in-Chief or Managing Editor be managing the review process for their own work.

Should an article manuscript authored by an Editor-in-Chief or a Managing Editor of the journal be selected for a standard issue of the journal (and there is no special issue in process for it to be considered for), the development editor will correspond with the Editor(s)-in-Chief for a replacement of the article manuscript and can recommend an alternate related journal that the article manuscript can be submitted to for consideration.

As noted previously, Guest Editors of special issues may collectively submit up to two (2) article manuscripts of their own to the special issue, however, they will be held to the same Article Processing Charge (APC) fee (which also includes eligibility for the same APC discounts, waivers, and subsidies as all other article manuscript contributors) and peer review process standards as all other submissions to the special issue, and their manuscript(s) must be managed and assigned for review by someone not listed as an author on the article manuscript. Full transparency surrounding the peer review process for the article manuscript must be disclosed to the Editor(s)-in-Chief of the journal as well as the publisher, specifically, clarifying who assigned the article manuscript for peer review, who reviewed it, and ultimately who accepted it. Additionally, the Guest Editors of the special issue will be expected to provide a guest editorial preface for the issue which should also clarify the peer review process executed on the full issue, and most importantly any article manuscripts authored by the Guest Editors themselves.

### **Authorship by Review Board Members**

Journal Associate Editors, Editorial Review Board Members, and Ad-Hoc Reviewers may submit an article manuscript to the journal they serve as a reviewer on. However, the Editor(s)-in-Chief must ensure that the article manuscript is submitted for review to a reviewer who does not have a conflict of interest in reviewing the article manuscript. It is advised to pay close attention to the author and reviewer affiliations. The author should never be assigned as a reviewer of their own work and the author should be held to the same revision standards as other authors.

It is important to note that Associate Editors, Editorial Review Board Members, and Ad-Hoc Reviewers who submit article manuscripts to the journal, once their article manuscript has undergone the full double-blind peer review process, will be held to the same APC standards that all other contributors are held to if their work is accepted for publication. Associate Editors, Editorial Review Board Members, and Ad-Hoc Reviewers will be eligible for the same APC discounts, waivers, and subsidies as all other article manuscript contributors.

### **Simultaneous Submissions in the System**

IGI Global does not allow the same article manuscript or multiple versions of an article manuscript (revised title, abstract, etc.) to be submitted across the same or multiple IGI Global journals at one time.

IGI Global has recently encountered occurrences where authors will take an article manuscript or a certain "edited" version with an "edited title" and submit it across multiple IGI Global Journals (or to the same journal) at the same time for simultaneous processing. Please note and please tell your reviewers and contributors that this action is ethically wrong and IGI Global does not tolerate this behavior. When IGI Global encounters this behavior, IGI Global *will* outright reject *all* the article manuscripts submitted by the individual.

If an article manuscript is rejected following the peer review, an author can make the appropriate revisions and either submit it for new consideration to the same journal or consider submitting it to another related journal.

### **United States Sanctions**

Effective November 4, 2018, the U.S. Government imposed new regulations dealing with economic, trade, scientific, and military sanctions against Iran. Pertaining to the trade restrictions, it is not possible for IGI Global to publish, sell, or distribute any article manuscript contributed by researchers based in Iran. As a United States of America-registered company, IGI Global has no choice except to follow the law of the land that is currently being enforced by the U.S. Government.

\*These sanctions correspond with both standard and special issues. Checking the origins of the authors is the responsibility of the Editor(s)-in-Chief. Should there be a contributor from Iran, the Editor(s)-in-Chief ***must*** contact those authors and ensure that they are aware of the U.S. Sanctions that have been put in place. This will give the authors the opportunity to find another publisher for their article manuscript instead of making them wait through the phases and have their article manuscript assigned to an issue and then be told that IGI



Global cannot publish their article manuscript. *Any article manuscripts submitted by Iranian contributors will have to be rejected from the system.* **Please note that this direction has been advised to IGI Global by its legal counsel.**

## Importance of Diversity

### Diversity Across the Journal

Please remember that having diversity in your journal is one of the many criteria that indexes look for. It is very important that the journal does not appear biased toward any specific demographic, country, university, etc.

- Editors are expected to be mindful of the university affiliations and country/regional representations that are appearing across each volume year (and issues if applicable) and ensure that there is not an unbalanced ratio.
- Editors need to be mindful of the number of article manuscripts coming from the same individuals across the full volume year (and issues if applicable).
- Editors are expected to ensure that article manuscript submissions from the journal's reviewers are not prioritized over other submissions and that there isn't an exhaustive number of article manuscripts authored by reviewers within one volume year (or issues if applicable).

Indexes support a journal when specific criteria is met. One of the criteria is selecting authors from diverse backgrounds, both culturally and by institution. If the selection committee at a prestigious indexing organization believes there to be any bias in the selection of article manuscripts for publication, the journal could be at risk of not being accepted into the index, or if already indexed, it could be pulled.

Also, we – IGI Global – collaborate with people from various disciplines from all over the world and from all different universities. These journals reach the far corners of the world and if the readers/subscribers see that some journals show favoritism to one or a few cultural backgrounds/universities over the rest, then the submissions and interest in the journal could greatly decrease.

## Maintaining Submission Numbers

For every journal, IGI Global likes to see no less than 30 active article manuscript submissions under consideration at one time. It is important to be recruiting authors who have research expertise that fits within the scope of the journal. See the "Calls for Papers" section below to get ideas on how to recruit authors. Also, we strongly encourage that you access the "[Advice for Editors](#)" section in the eEditorial Discovery® manuscript submission system.

It is the responsibility of the Editor(s)-in-Chief to regularly revisit the Call for Papers for the journal and make the necessary revisions to ensure its effectiveness.

Should the Editor(s)-in-Chief feel that the title of the journal would benefit from a change, they must go through the publisher. IGI Global reserves the right to change the title of a journal at any time.

### Calls for Papers

Calls for papers should be handled by the Editor(s)-in-Chief to ensure that the article manuscript submissions adhere to the scope of the journal. Editor(s)-in-Chief should:

- Distribute the call for papers and send personalized invitations to their colleagues and network.
- Utilize listservs to post their call for papers.
- Post the call for papers to relevant research community websites and/or their own personal webpages.

- Reach out to their review board to see if they would be willing to extend a call for papers to their own communities and colleagues and, as such, recruit authors for the journal.
- Recommend the journal to their institution's library as the more visible the journal becomes, the better the likelihood of faculty and researchers submitting article manuscripts to the journal.

Should there be an issue with submissions, the development editor for the journal can conduct calls for papers and calls to past contributors of the journal to try and aid with submission numbers.

**Should you need help increasing submissions and visibility for your journal, you can find several helpful resources [here](#).**

## Managing the Review Board

### Appointing Reviewers to the Journal

If the journal is lacking in reviewers, it is the Editor(s)-in-Chief's responsibility to conduct a call for reviewers. Each prospective reviewer will need to apply utilizing a [reviewer application](#). The Editor(s)-in-Chief can then approve the application in the eEditorial Discovery® system. It's very important that every reviewer appointed to serve as a full member of the review board or as an Ad-Hoc Reviewer, give their formal consent through this application process.

### If a Journal's Title and Scope Changes

If the title of the journal has changed, it is the Editor(s)-in-Chief's responsibility to contact the reviewers who served as reviewers on the former title and inquire if they would be willing to transition to the new title under its new scope. If they are, the Editor(s)-in-Chief can request that said person serve on the review board in the same standing they had under the former title. Editor(s)-in-Chief can manage this on their journal's [reviewer page](#).

### A Healthy Review Board

Review boards **must** carry no less than eight (8) and no more than ten (10) Associate Editors (AEs) and no less than thirty (30) and no more than fifty (50) Editorial Review Board (ERB) Members. The number of Ad-Hoc Reviewers associated with the journal **shall not** exceed one hundred (100).

If the journal has several Ad-Hoc Reviewers (upwards of 50-100), it is advised that the Editor(s)-in-Chief carefully evaluate the present review board and determine if there are any full Editorial Review Board (ERB) Members who have not been completing reviews in a quality and timely manner and consider replacing them by promoting active Ad-Hoc Reviewers to a full Editorial Review Board (ERB) Member capacity. The same goes for Editorial Review Board (ERB) Member promotions to Associate Editor (AE) status. It is advised that reviewers be promoted only after they have completed at least two reviews in a quality and timely manner. Manuscript review windows should not exceed one (1) month from the time that the manuscript was assigned to the reviewer. Should a review board member not respond to the review request, you may reassign more reviewers to the manuscripts that need them. If the reviewer is continually not responding to review requests, they should be promptly removed from the board.

A reminder that the turnaround times below are what is recommended and encouraged:

*Reviewers are given an average of 7 to 10 days to write their reviews. Five days are given for the review of a revised manuscript. Authors can expect a first decision in roughly 30 to 45 days. Once the manuscript has been formally accepted, it can be published in as little as 3 to 5 days, providing that the Article Processing Charge (APC) has been successfully processed and all submission guidelines met.*

If reviewers are not performing adequately, the Editor(s)-in-Chief has the right to remove the reviewers from the board. The reviewer dashboards within the eEditorial Discovery® system can be a very helpful tool to monitor the progress of each reviewer. To access them, please visit the [reviewer page](#), then under each reviewer there is a menu:

**Actions:**

Remove Reviewer | Request Information Update | View Reviewer Dashboard  
*Click on "View Reviewer Dashboard"*

Also, each individual review can be ranked in the system to get a sense of the quality and detail provided within each review. Reviews are scored on both timeliness and quality. High-quality and timely reviews are essential to a journal's goal of publishing high-quality work in a timely manner. Reviewers who complete high-quality reviews in a timely manner are providing an essential service to the field and to the journal.

It's also important to ensure diversity across the review board and ensure that there is not an uneven ratio of reviewers located at the same universities, countries, etc. If a reviewer feels at any point that they are familiar with the identity of the author of the submitted work, they should notify the Editor(s)-in-Chief as soon as possible to ensure that the integrity of the double-blind peer review process is not compromised.

Periodically, it will be necessary for Editor(s)-in-Chief to update their review board for several reasons. Here are just a few:

- 1) Some reviewers will consistently not return reviews in a timely manner.
- 2) Some reviewers may resign due to workload or personal reasons.
- 3) Some reviewers over time may, unfortunately, not respond to requests for review.
- 4) If the review board has started to lack diversity.
- 6) Reviewers may need promoted, demoted, or removed entirely.

It is recommended that Editor(s)-in-Chief conduct a full audit of their review board's performance and diversity every few months.

### **Evaluating Reviewer Performance**

Each review board member should be evaluated every six months. The timeliness, rigorousness, and quality of each review performed during that period should be considered. Exceptional performance should allow the reviewer to move up in the ranks of the review board. This means that when there is a vacancy, Editorial Review Board (ERB) Members may be promoted to an Associate Editor (AE) role. Associate Editors (AEs) ((or a highly-qualified tenured Editorial Review Board (ERB) Member)) may even have the potential to be appointed as Editor-in-Chief if there is a vacancy. Poor performance will lead to demotion and eventual removal from the board if the performance continues to decline.

Each of the criteria is scored on a scale from 1 to 5, and is as follows:

1 = Unacceptable, 2= Below Average, 3= Average, 4= Above Average, 5= Excellent

Timeliness of Reviews (1 to 5)

Responsiveness (1 to 5)

Length of Reviews (1 to 5)

Quality of Reviews (1 to 5)

**Overall Rating:**

18 to 20 Points = High

12 to 17 Points = Average

4 to 11 Points = Low

## Review Board Listing

The review board members who are formally listed on the journal's webpage and in the physical journal are as follows:

Editor(s)-in-Chief, Managing Editors, International Advisory Board Members, Associate Editors, and Editorial Review Board Members are the only ones that are listed on the journal webpages and in the physical journals. Ad-Hoc Reviewers are not listed on the journal webpages or in the physical journals because the role of an Ad-Hoc Reviewer is to serve as a reviewer for the journal under a trial basis until they complete a few reviews and are promoted. Should an Ad-Hoc Reviewer not complete reviews, they are promptly removed. There is oftentimes a rather large number of Ad-Hoc Reviewers and including all the names on the webpage will make the reviewer list look too long and cluttered. It could also create a perception that there is little selectivity in appointing review board members to the journal which can significantly harm the journal's credibility.

## Peer Review Guidelines

### The Peer Review Process

The peer review process is at the core of reputable scholarly publishing and is the driving force behind all IGI Global books and journals. IGI Global reviewers maintain the highest ethical standards of scientific research and all manuscripts follow a double-blind peer review process that is fully conducted within the IGI Global eEditorial Discovery® manuscript submission system.

The reviews are then easily accessible to the IGI Global editorial staff which ensures that should accusations of questionable peer review arise, IGI Global will be able to support its published authors and editors in dismissing these claims and ensuring the continued success of the corresponding publications. View IGI Global's full Ethics and Malpractice Statement [here](#).

As a publisher of scholarly articles and chapters, IGI Global realizes that fraud erodes the public trust and deeply affects the outcomes of all research results and findings reported within scholarly journals and academic reference books. As such, IGI Global has taken on several measures to avoid such indiscretions:

- The Editor(s)-in-Chief of a book or journal is the only person responsible for the initial review of a submission to verify that it meets the coverage of the book or journal and also to ensure that authors' names and affiliations are removed from the manuscript prior to assigning it for review.
- All individuals invited to join an editorial advisory or review board must submit a copy of their Curriculum Vitae/Resume for review, and there must be a written email or letter by that person accepting the nomination and appointment to the board. **For journals, the reviewer application fulfills these requirements.**
- All Editor(s)-in-Chief of books and journals must utilize the eEditorial Discovery® manuscript submission system to assign reviewers to manuscripts. Likewise, all reviews must be submitted by the reviewers through the system. This allows a paper trail in the event a question arises surrounding the review process.
- Those Editor(s)-in-Chief of books and journals still in a transition stage of moving all submitted manuscripts to the eEditorial Discovery® manuscript submission system who may be assigning some reviews outside of the system, are asked to submit the reviewer's evaluation form when providing an accepted manuscript to IGI Global for publication.

For all IGI Global publications, a double-blind peer review process must be conducted on any manuscript that is not desk rejected. For journal publications, no less than three (3) quality peer reviews should be obtained for each article manuscript. An ideal peer review secures (3) Editorial Review Board (ERB) Member reviews and one (1) Associate Editor (AE) review. We understand that some review boards may become unreliable at times and as such, the combination of two (2) non-conflicting ERB Member reviews along with one (1) AE review may also be considered.

Editor(s)-in-Chief should be utilizing all reviewers, even those who are in ad hoc standing and as such, we ask that Editor(s)-in-Chief please attempt to assign article manuscripts to a mixture of ERB Members and Ad-Hoc Reviewers during the ERB stage of peer review (prior to the AE stage of peer review). This ensures that the full review board is being utilized and will also allow Editor(s)-in-Chief to measure who is reliable.

When assigning reviewers for the ERB review stage, there should be enough reviewers assigned to secure at least three (3) reviews on each article manuscript, two (2) of which need to be non-conflicting in order to move the article manuscript forward. Should the Editor(s)-in-Chief only get two (2) ERB reviews and they are conflicting, the Editor(s)-in-Chief will need to assign more reviewers to the manuscript.

Once the manuscript moves into the AE stage of the peer review process, IGI Global only requires one (1) round of review by the AE before the article manuscript can be rejected, accepted, or revisions can be requested. It is advised that if revisions are requested at this stage, that the article manuscript once revised be sent back to the AE who performed the review, along with revision notes for them to assess.

The entire review process should take no more than 30 to 45 days. Should the reviewers' comments contradict each other or a report is delayed, an additional expert review should be sought. If necessary, revised article manuscripts may be returned to the initial reviewers (ERB Reviewers and/or Ad-Hoc Reviewers) for re-evaluation. The Editor(s)-in-Chief may require more than one revision of an article manuscript, and additional reviewers may also be invited to review an article manuscript at any time.

### **Reviewer Selection**

The assignment of reviewers is based on the reviewers' areas of expertise. The reviewers' expertise must align with the substance of the article manuscript. However, IGI Global does request that reviewers kindly keep in mind that from time-to-time they will likely be assigned article manuscripts that do not 100% align with their current research interests, but as an appointed reviewer we expect and appreciate their willingness to evaluate the article manuscript based on its adherence to the overall mission, scope, and coverage of the journal.

The present workload of the reviewer is also considered—a maximum of eight (8) article manuscripts will be submitted to each reviewer per year. Return of an article manuscript to the author(s) for revision does not guarantee acceptance of the article manuscript for publication. The final decision regarding each article manuscript will ultimately be made by the Editor(s)-in-Chief, which will be determined based off of a collective of comments from the Editorial Review Board (ERB) Members, Ad-Hoc Reviewers (if applicable), and also the Associate Editor (AE).

### **Reviewer Responsibilities and Expectations**

Individuals appointed as reviewers are performing an important and valuable job, assuring that an article manuscript is being published with integrity and accuracy. Serving as a reviewer is a key step and significant contributing factor in an individual's academic career progression. This responsibility increases visibility, as well as an individual's knowledge of current and novel research in the field. Reviewers are conducting a professional service for their colleagues to improve the quality of their work and the availability of advanced research in the field at large. Reviewers are also encouraged to act as ambassadors for IGI Global, sourcing potential authors and interest in their region.

Upon receipt of an article manuscript for review, reviewers are requested to carefully read each article manuscript, supporting their evaluation with relevant citations with the goal of helping the author(s) construct a more rigorous research work by providing constructive feedback, as well as an honest assessment of the value of the article manuscript. Reviewers are requested to provide their overall assessment of the work, followed by a specific list of comments. While grammatical corrections are valuable, the review must stretch beyond the use of punctuation, spelling, and language usage. Reviewers are not expected to copy edit,

proofread, or translate the article manuscript, as the author is expected to have their work professionally copy edited prior to submission.

An appropriate evaluation includes an analysis of the manuscript's strengths and weaknesses, suggestions on how to make it more complete, relevant, and readable, as well as specific questions for the authors to address. Ultimately, providing advice that leads to action. Vague statements and no points of action do not provide goals for the authors and will hinder any subsequent revisions.

Reviewers are requested to avoid making derogatory and unprofessional comments. If a reviewer does not find the article manuscript to be publishable, they should still provide extensive comments regarding why the article manuscript is not acceptable and constructive directions for future submissions. A decision to "reject" the article manuscript, with no feedback to the author(s), does not help them advance their skills. Reviewers are also requested to provide specific page numbers and explicitly state the areas of the article manuscript to which they are referring, also providing relevant citations to the authors to improve the work. Also, assessing the tables, figures, and diagrams and providing further recommendations as needed.

### **Initial Assessment (Desk Review)**

All new article manuscript submissions are submitted through the eEditorial Discovery® manuscript submission system and screened by the Editor(s)-in-Chief for suitability. Those that pass are then assigned to the double-blind peer review process. Authors of article manuscripts that are rejected during the initial assessment (desk review) stage will be promptly notified.

**Note:** Journal Special Issues will require a preliminary review phase where the Special Issue Guest Editor will submit a Special Issue Proposal to the Editor(s)-in-Chief of the journal for consideration. If approved, the Special Issue Guest Editor can begin recruiting content for the Special Issue. Once acquired, the Special Issue materials will then undergo the double-blind peer review process.

### **Double-Blind Peer Review Process**

In a double-blind peer review, both the reviewer and the author identities remain anonymous throughout the entire peer review process.

**Step 1:** Once an article manuscript is deemed suitable by the Editor(s)-in-Chief to enter the double-blind peer review process, it will be anonymized and assigned to at least three (3) to five (5) Editorial Review Board (ERB) Members (and if needed Ad-Hoc Reviewers) via the eEditorial Discovery® manuscript submission system. The assignment of reviewers is based on the reviewers' areas of expertise. The reviewers' expertise must align with the substance of the article manuscript. However, as mentioned previously, IGI Global does request that reviewers kindly keep in mind that from time-to-time they will likely be assigned article manuscripts that do not 100% align with their current research interests, but as an appointed reviewer we expect and appreciate their willingness to evaluate the article manuscript based on its adherence to the overall mission, scope, and coverage of the journal. The present workload of the reviewer is also considered (please refer to the previous "Reviewer Selection" section for full information).

Reviewers are given evaluation criteria and asked to provide anonymous comments to the author and may also provide confidential feedback to the Editor(s)-in-Chief.

**Review Criteria:** *Reviewers are asked to evaluate a manuscript for:*

- **Originality and significance of contribution.** Is the article manuscript in congruence with the mission and scope of the journal?
- **Interest to research community and/or practitioners.** How useful is the material to the field?
- **International relevance.**

- **Coverage of existing literature.** Does the literature review contain relevant information in support of the article manuscript?
- **Satisfactoriness of methodology, analysis, and comprehension.** Does the article manuscript contain a detailed explanation of research methods and procedures?
- **Clear, concise, and jargon-free writing.** Does the article manuscript clearly state the issues being addressed?
- **Organizational structure.** Is the article manuscript clearly organized in a logical fashion? Are the author's conclusions supported by the research?

The specific questions provided to Editorial Review Board (ERB) Member Reviewers (and Ad-Hoc Reviewers) within the ERB Review Form include:

- **Do you feel the article manuscript adequately adheres to the mission and scope of the journal?** If no, how could this be improved?
- **Do you feel that this topic is timely?** If no, how could the topic become more relevant?
- **Do you feel that the data presented and analyzed is adequate?** If no, how could the data be better presented?
- **On a scale of 1 to 5, how do you rank the quality of research design?** If less than 3, please offer constructive suggestions for improvement.
- **On a scale of 1 to 5, how do you rank the legitimacy of the conclusions formed within the article manuscript?** If less than 3, please offer constructive suggestions for improvement.
- **On a scale of 1 to 5, how do you rank the practical and managerial significance of the work?** If less than 3, please offer constructive suggestions for improvement.
- **On a scale of 1 to 5, how do you rank the clarity of the information presented?** If less than 3, please offer constructive suggestions for improvement.
- **On a scale of 1 to 5, how do you rank the references used? Specifically, whether they are sufficient, appropriate, and up-to-date?** If less than 3, please offer constructive suggestions for improvement and please list a few reference sources that you recommend be utilized and cited.
- **In your opinion, what are the overall weaknesses of the article manuscript?** Please carefully list specific suggestions for improvement and/or enhancement.
- **In your opinion, what are the overall strengths of the article manuscript?**
- **Please provide any additional constructive comments to the author(s) for improving and revising the manuscript.**
- **Your Editorial Decision (Accept, Accept After Specified Revisions, Reject)**
- **Overall Comments to the Editor(s)-in-Chief**

**Step 2:** Once all Editorial Review Board (ERB) Member reviews and Ad-Hoc Reviewer reviews have been received, the Editor(s)-in-Chief will send the reviews to an Associate Editor (AE) for their evaluation of the article manuscript. Once the Associate Editor's (AE's) evaluation is received, the Editor(s)-in-Chief will determine whether the article manuscript is accepted, requires revision, or is rejected.

The specific questions provided to Associate Editors (AEs) within the AE Review Form include:

- **In your opinion, what are the overall weaknesses of the article manuscript?** Please carefully list at least three (3) specific weaknesses of this article manuscript.
- **In your opinion, what are the overall strengths of this article manuscript?** Please carefully list at least three (3) specific strengths of this article manuscript.
- **Please provide any additional constructive comments to the author(s) for improving and revising the article manuscript.**
- **Your overall assessment of this article manuscript and the reviews obtained from the Editorial Review Board (ERB) Members of this journal.**

**Step 3:** The Editor(s)-in-Chief will make the reviews available to the author(s) and the comments to the author(s) of the article manuscript are also made available to the other reviewers of the article manuscript so that they can continue to improve upon their critiquing skills.

**Step 4:** If the article manuscript is rejected, the process ends and the Editor(s)-in-Chief may recommend another outlet if appropriate. If the article manuscript is accepted without any revisions required, then the author(s) will be provided with the formatting guidelines for final submission. If the article manuscript requires substantial revisions, then the author(s) will be expected to follow the reviewers' commentary and also the formatting guidelines for the re-submission of the article manuscript. The author(s) should provide detailed revision notes along with the revised manuscript outlining how they responded to the reviewers' comments.

**Step 5:** Once the revised article manuscript is received (if applicable) it will be sent back to the Associate Editor (AE) for evaluation, and then the Associate Editor's (AE's) decision will be sent to the Editor(s)-in-Chief. This process may repeat itself several times before a final decision is reached. If the article manuscript is rejected, then the process ends and the Editor(s)-in-Chief may recommend another outlet if appropriate.

***Note:** The return of an article manuscript to the author(s) for revision does not guarantee acceptance of the article manuscript for publication.*

**View the IGI Global's full peer review process webpage and flow chart [here](#).**

### **Revision Time Limits**

When requesting article manuscript revisions from the authors, the due dates should not exceed one (1) month from the time that the revision request was sent. Should the author not get the revision in on time, it is important that the Editor(s)-in-Chief reach out to them to ensure that they get their revisions in and/or to confirm whether or not they are still interested in having their work considered for publication. Some authors will require an extension to get their revisions in. It is at the Editor(s)-in-Chief's discretion whether or not the Editor(s)-in-Chief want to give them an extended deadline. Revisions should always be supplemented with revision notes that address the reviewers' commentary.

### **Submission Status Updates**

All article manuscript submission status updates, acceptance, and rejection notifications **must** be handled by the journal's Editor(s)-in-Chief. Should an author come to the development editor with a request for a status update, they will forward the author on to the Editor(s)-in-Chief to respond. It is important that the Editor(s)-in-Chief create a strong rapport with the authors. This will ensure that they will be interested in publishing with the journal again in the future. It is important that editors do not feel pressure from the authors to bypass or hurry any level of the peer review process. The Editor(s)-in-Chief should not be accepting any form of remuneration or bribes for pushing the work through the process.

Regarding submissions that have not been completed, it is the responsibility of the Editor(s)-in-Chief to contact the authors and see if they are still interested in publishing within the journal. Letting them know the phases that they are still missing (e.g. documents, figures, etc.) allows for a more responsive author.

Should there be old submission listings from previous years, it is the responsibility of the Editor(s)-in-Chief to reach out to the authors to see if they are still interested in publishing within the journal. Should the Editor(s)-in-Chief not receive a response from the authors in two (2) weeks, they may exercise their right as the Editor(s)-in-Chief to remove the listing from the system.

### **Editorial Decision Time Limit**

The Editor(s)-in-Chief are requested to complete their editorial decisions in the relevant stages in no more than two (2) weeks. Authors submitting article manuscripts to the journal deserve to have their work move through the system and processes in a timely manner. This will ensure the journal is in good standing with the authors and ensure that they will consider publishing with the journal again and recommend the journal to their colleagues.



## Bullying

The Editor(s)-in-Chief is/are **not permitted** to request and/or pressure any author to incorporate citations from work published by the Editor(s)-in-Chief or any other leadership member of the journal. Should we learn of this happening IGI Global will have cause to take action against the Editor(s)-in-Chief in the form of a contract termination.

## Indexing and Abstracting

IGI Global has a dedicated abstracting/indexing team that *when* a journal is eligible and meets all of the selection criteria requirements (established for at least two years, on time, has diversity across its submissions and review board, etc.), they will submit an application to the appropriate database. At no time should the Editor(s)-in-Chief submit the application because this could cause the journal to be suspended.

IGI Global submits journals for consideration to the following abstracting and indexing databases and directories:

- Directory of Open Access Journals (DOAJ)
- Web of Science™ - Science Citation Index Expanded (SCIE)
- Web of Science™ - Social Sciences Citation Index (SSCI)
- Web of Science™ - Emerging Sources Citation Index (ESCI)
- Scopus®
- Ei Compendex
- PsycINFO®
- ProQuest ABI/Inform
- ACM Digital Library
- ProQuest Aluminium Industry Abstracts
- Applied Social Sciences Index & Abstracts (ASSIA)
- Australian Business Deans Council (ABDC)
- Australian Education Index
- Australian Government's Department of Education, Science & Training – Refereed Journal
- Burrelle's Media Directory
- Business Periodicals Index/Wilson Business Abstracts
- Cabell's Directories
- ProQuest Ceramic Abstracts
- Chemical Abstracts Service (CAS)
- ProQuest Computer & Information System Abstracts
- ProQuest Corrosion Abstracts
- CSA Civil Engineering Abstracts
- CSA Illumina
- CSA Mechanical & Transportation Engineering Abstracts
- Current Contents®/Engineering Computing, & Technology
- Current Contents®/Social & Behavioral Sciences
- DBLP
- DEST Register of Refereed Journals
- EBSCOhost's Academic Search
- EBSCOhost's Academic Source
- EBSCOhost's Business Source
- EBSCOhost's Computer & Applied Sciences Complete
- EBSCOhost's Computer Science Index
- EBSCOhost's Computer Source
- EBSCOhost's Current Abstracts
- EBSCOhost's Executive Daily Brief
- EBSCOhost's Library/Information Science & Technology Abstracts with FullTEXT
- EBSCOhost's Science & Technology Collection
- EBSCOhost's STM Abstracts
- EconLit
- Electronics & Communications Abstracts
- Emerald Abstracts

- Engineered Materials Abstracts
- ERIC – Education Resources Information Center
- European Reference Index for the Humanities and Social Sciences (ERIH)
- Gale Directory of Publications & Broadcast Media
- Genamics
- GetCited
- Google Scholar
- HCIBIB
- IAOR Online
- IndexCopernicus
- Information Science Abstracts
- International Bibliography of the Social Sciences
- Internet & Personal Computing Abstracts
- ISBIB
- JournalTOCs
- KnowledgeBoard
- LearnTechLib
- Library & Information Science Abstracts (LISA)
- Library Literature & Information Sciences
- ProQuest Linguistics & Language Behavior Abstracts (LLBA)
- Materials Business File – Steels Alerts
- MediaFinder
- Norwegian Social Science Data Services (NSD)
- ProQuest Advanced Technologies & Aerospace Journals
- ProQuest Biological Science Journals
- ProQuest Computer Science Journals
- ProQuest Education Journals
- ProQuest Engineering Journals
- ProQuest Illustrata: Natural Science
- ProQuest Illustrata: Technology
- ProQuest Materials Science Journals
- ProQuest Military Collection
- ProQuest Natural Sciences Journal
- ProQuest SciTech Journals
- ProQuest Technology Journals
- ProQuest - ABI/Inform
- ProQuest Public Affairs Information Service (PAIS International)
- PubList.com
- RePEc
- Research Library
- SCIRUS
- Solid State & Superconductivity Abstracts
- The Index of Information Systems Journals
- The Informed Librarian Online
- The Standard Periodical Directory
- Ulrich's Periodicals Directory
- VINITI-Russian Academy of Science
- Worldwide Political Abstracts (WPSA)

Should you want to have your journal submitted for consideration to an abstracting or indexing database that is not listed, please contact the journal's development editor.

**View more information on abstracting and indexing [here](#).**

## **Summary**

All the points above are meant to provide important guidelines and best practices to ensure that each and every gold open access journal published by IGI Global receives the highest level of recognition and meets all ethical standards.

It's important to note that in order to ensure the greatest success for a journal, Editor(s)-in-Chief should maintain a healthy dialogue with their journal's development editor on the status of the journal and submissions within the system. Telling the development editor their intentions, the tentative dates that content will be completed, or even something as simple as telling them that they have assigned a few manuscripts out for review will greatly help. This lets the development staff know that the Editor(s)-in-Chief is/are actively attempting to keep the journal in a healthy state.

### **Questions?**

Should you have any additional questions that were not laid out in this document, please feel free to contact the development editor for your journal and they will gladly answer any questions you have.