

MANUSCRIPT EVALUATION AND PUBLISHING PROCESS



PRELIMINARY ASSESSMENT (INITIAL EDITORIAL SCREENING)

Upon submission, all manuscripts undergo a preliminary assessment conducted by the editorial office. This stage aims to ensure that submissions meet the basic technical, formal, and ethical requirements of the journal.

The preliminary assessment includes:

- Plagiarism and similarity screening using appropriate similarity detection tools.
- Verification of compliance with the journal's manuscript template and formatting guidelines.
- Examination of reference style and citation consistency.
- Evaluation of the overall English language quality, including grammar, spelling, clarity, and appropriate use of academic terminology, conducted by the Language Editor.

Manuscripts that successfully pass the preliminary assessment are forwarded to the Editor-in-Chief for further consideration. Submissions that do not meet these criteria may be returned to the authors for correction or rejected at this stage.

The duration of the preliminary assessment may vary depending on editorial workload and the number of submissions.

EDITORIAL EVALUATION

Following the preliminary assessment, the Editor-in-Chief evaluates the manuscript in terms of its scientific quality, originality, relevance to the journal's aims and scope, and overall academic contribution.

Based on this evaluation, the Editor-in-Chief may:

- Reject the manuscript,

- Request revisions prior to peer review, or
- Assign the manuscript to an appropriate Issue Editor whose expertise aligns with the subject area of the submission.

The assigned Issue Editor is responsible for managing the peer review process and ensuring that ethical standards, including conflict-of-interest policies, are strictly observed.

PEER REVIEW PROCESS (DOUBLE-BLIND REVIEW)

Manuscripts that pass the editorial evaluation enter the peer review stage and are assessed under a **double-blind peer review system**, in which the identities of both authors and reviewers are kept strictly confidential throughout the process.

Key stages of the peer review process include:

- The Section Editor invites at least two independent reviewers with recognized expertise in the relevant field.
- Invited reviewers are expected to confirm their availability within a reasonable period. If no response is received, alternative reviewers may be invited.
- Reviewers who accept the invitation are requested to submit their evaluations within an appropriate timeframe. Extensions may be granted when justified.
- Based on the reviewers' reports, the Section Editor may proceed with a decision or, if necessary, appoint an additional reviewer to ensure a fair and comprehensive evaluation.

All reviewer reports are assessed with regard to scientific merit, methodological soundness, originality, clarity of presentation, and ethical compliance.

DECISION AND REVISION PHASE

After receiving the reviewers' reports, the Editor-in-Chief makes one of the following decisions:

- Acceptance of the manuscript,
- Request for minor or major revisions, or
- Rejection of the manuscript.

When revisions are requested, authors are provided with detailed and constructive reviewer comments and are expected to submit a revised version of their manuscript within the specified revision period. Authors may choose to comply with the revision request or withdraw their manuscript from consideration.

Revised manuscripts may be re-evaluated by the original reviewers or assessed directly by the editorial office, depending on the nature of the revisions requested.

ACCEPTANCE AND PUBLICATION SCHEDULING

Manuscripts that are accepted for publication are scheduled for inclusion in the **next available issue of the journal**, depending on editorial planning and production schedules. The final publication decision and issue assignment rest with the Editor-in-Chief.

The journal is published on a quarterly basis (March, June, September, and December). Acceptance of a manuscript does not guarantee publication in a specific issue.

TYPESETTING AND FINAL PUBLICATION

Following acceptance, manuscripts enter the production stage, which includes copyediting and typesetting. Proofs are sent to the authors for final review and approval.

After author approval, Digital Object Identifier (DOI) assignment is completed, and the article proceeds to publication in the scheduled issue of the journal.

This structured evaluation and publishing process is designed to ensure that all articles published in **ESTUSCIENCE-SE** adhere to internationally recognized academic, ethical, and editorial standards.