**JOURNAL OF ADMINISTRATIVE AND ECONOMIC SCIENCES**

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**Editorial Process of the**

**Journal of Administrative and Economic Sciences**

**Editorial Process**

All submitted manuscript are screened by the editorial team before peer review. During this stage, instructions for author and ethical issues are checked. If the manuscript is considered suitable for review process, it will be sent to at least two reviewers. They will review the manuscripts' originality, significance, and so on, including their methodology and empirical accuracy. Acceptance of the manuscript is decided based on the critiques and recommended decision of the reviewers. The editors evaluate the peer reviewers’ recommendations, and then notifies the authors of their final manuscript’s status. The manuscript may be:

* Accepted for publication as it is,
* Accepted for publication with minor changes,
* Accepted for publication after major revision and additional review,
* Rejected.

**Editorial Workflow**

Each manuscript submitted to JAES will undergo the following editorial workflow:

Author Appeal

Publication

Proofreading

Production

Rejection

Peer Review

Pre-Check

Submission

Editorial Decision

Acceptance

Author Revision

1. **Pre-Check**

All manuscripts submitted for publication in JAES are initially evaluated by an Associate Editor from the journal’s editorial team, to determine if it fits the scope and objectives of the journal, as well as to identify possible plagiarism practices. In this stage, the Editors will check also whether the methodology and/or data analysis are obviously defective, and whether the language and presentation are of a standard that permits peer review.

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Based on the recommendations by the reviewers, the Editorial team will make the final decision on acceptance, rejection, and revision of the manuscript. In the case of re-submission of the manuscript after its revision, a final decision will be taken on the basis of the changes made by the authors in response to the suggestionsand criticisms of thereviewers.

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When the manuscript is approved with some modifications, the corresponding author will be informed about the corrections that must be made to improve the quality and will have a deadline to make the adjustments and send the corrected version to the Editor accompanied by a letter detailing the adjustments made.

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If the authors feel that they are not satisfied with the editorial decision about publication of the manuscript, they may submit an appeal with detailed and solid point-to-point arguments. Another editor will be requested to review the manuscript and author's representation, before making a final decision by the Editor- in-chief.

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