

## **The editorial work flow**

The editorial workflow of The Journal of the Malta College of Pharmacy Practice aims to produce high-quality educational papers through a process of unbiased peer-review process. Each manuscript is reviewed by at least two reviewers prior to acceptance for publication in The Journal.

The peer-review process is double blinded such that the reviewers do not know who the authors of the manuscripts are, and the authors do know who the peer-reviewers are.

The manuscript is tracked by the editor-in-chief. Once submitted, the manuscript is reviewed by the editor-in-chief who decides whether the manuscript is totally unsuitable for the journal or whether the manuscript may be suitable for the journal.

If the manuscript is deemed not be within the scope of the journal or is of insufficient quality, then the manuscript is rejected straight away. If the editor-in-chief determines that the manuscript is potentially suitable for the journal, the editor-in-chief will review it and will assign it to a minimum of one more reviewer with expertise in the area related to the topic of the manuscript.

The review is then revised by the editor-in-chief and a decision is taken as to whether to recommend acceptance pending any suggested changes that have been identified by the review, or whether the review is too negative to allow possible publication, in which case the author is contacted and informed of the rejection. The manuscript is also reviewed for the accuracy and compliance of the references with the journal's format.

The full review is then emailed to the authors who may decide to withdraw the submission, or to comply with the suggested changes. The authors are then expected to return the manuscript, with the suggested changes, along with a covering letter outlining said changes, within a time frame set by the editor- in-chief.

The editor-in-chief will re-review the resubmitted manuscript to determine whether the changes suggested by the review have been effected, and once the editor-in-chief is satisfied with the final version of the manuscript, it is accepted and processed for the purposes of publication. If the editor is not satisfied with the changes, the authors may be contacted and asked for clarification. Once any outstanding issues are settled, the manuscript is then accepted and processed for the purposes of publication.

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