

From the ISIF Administrative Editor and Vice President for Publications

June 2010



Timelines and Timeliness for Publication of JAIF

Timely publication is a criterion used by citation indexing services to measure the quality of a technical journal. For JAIF, being a semi-annual publication, this means that at least four papers need to be finished with the review process, typesetting, and published every six months.

The ability to meet publication deadlines in a timely manner is important not only for the authors, but it also allows a journal to meet one of the requirements for inclusion in academic citation indexing services. Examples of such services include the ISI citation index of Thomson Scientific, and Scopus of Elsevier.

ISIF is very interested in seeing JAIF indexed in as many indexing services as possible. This cannot be accomplished without the cooperation and diligence of the editorial staff, referees, and authors to complete all assigned tasks for a manuscript in a timely manner.

To help ensure that JAIF is published in a timely manner, all persons involved with the reviewing, decision, revisions, proofing and final preparation of a manuscript should consider the following guidelines.

The table presents an illustrative timeline of events for 14 stages from submission to publication for all manuscripts submitted to JAIF.

From the table, it can be seen that a manuscript with all parties meeting the required deadlines and one review cycle will take approximately 35 weeks to go from submission to publication. Therefore, in order for JAIF to achieve timely publication, all persons in the review cycle must make every possible effort to meet their requested deadlines.

To aid in the timely preparation of manuscripts for publication in Stages 8 through 15, reminders will be sent to all delinquent authors and editors after one week. These reminders will indicate that the paper needs to be prepared for typesetting as soon as possible. If no action is taken in response to the reminder within one week, the manuscript will be excluded from publication in the next available issue and moved to a subsequent issue.

ISIF is looking forward to the fullest cooperation of all involved in the publication of papers in JAIF.

Stage	Action Item	Times for each item plus the required time to complete item
1	Author submits manuscript.	T_0
2	Editor in Chief (EIC) assigns Area Editor.	$T_1 = T_0 + 1$ week
3	Area Editor assigns Associate Editor.	$T_2 = T_1 + 1$ week
4	Associate Editor invites three referees. ⁱ	$T_3 = T_2 + 2$ weeks
5	Referees review manuscript.	$T_4 = T_3 + 8$ weeks
6	Associate Editor makes recommendation based on referee review.	$T_5 = T_4 + 1$ week
7	Editor in Chief approves recommendation and forwards to author.	$T_6 = T_5 + 1$ week
8	If the manuscript is not rejected, author revises manuscript based on the recommended changes of the referees and resubmits the manuscript for further review. ⁱⁱ	$T_7 = T_6 + 8$ weeks
9	For all accepted manuscripts, author includes recommended changes of the referees, and prepares manuscript files for publication and typesetting.	$T_8 = T_7 + 3$ weeks
10	Administrative Editor verifies that final manuscript files are complete.	$T_9 = T_8 + 1$ week
11	Assistant EIC or Assistant Administrative Editor performs a copy edit review of accepted manuscripts. ⁱⁱⁱ	$T_{10} = T_9 + 4$ weeks
12	Author includes final copy edits directly to manuscript files, and copy editor sends file to typesetter for publication.	$T_{11} = T_{10} + 2$ weeks
13	Typesetter prepares manuscript for publication.	$T_{12} = T_{11} + 2$ weeks
14	Author Reviews final typeset version of manuscript.	$T_{13} = T_{12} + 2$ weeks
15	Administrative Editor posts manuscript.	$T_{14} = T_{13} + 1$ week

ⁱIf a referee does not respond within one week of receiving an invitation, an alternate referee should be contacted.

ⁱⁱThis step and the previous two steps of the review cycle will be repeated for conditionally accepted manuscripts until final acceptance without any further review.

ⁱⁱⁱIn this step of the review cycle the author is involved with, and approves, the copy edit recommendations.

R. S. Lynch
JAIF Administrative Editor

Y. Bar-Shalom
ISIF VP Publications