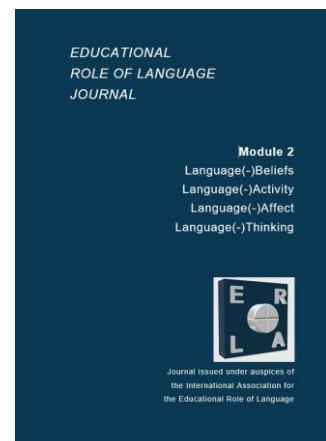


ERL JOURNAL

Editors Guidelines



GENERAL RULES

The members of our [editorial team](#) are experts in their respective fields and they play an essential role in ERL Journal. Guided and instructed by the editor-in-chief, they are responsible for handling the peer review process, making recommendations on the acceptance or rejection of a manuscript and promote the journal thus attracting high-quality submissions.

EDITORS' RESPONSIBILITIES

Pursuant to [COPE Codes on Conduct and Best Practice Guidelines](#), editors' responsibilities are as follows:

- the editor should promptly process submitted manuscripts and respect authors' intellectual independence;
- the editor should unbiasedly treat all manuscripts submitted for publication judging them on scientific merits without any regard to an author's gender, race, ethnic origin, religious belief or political philosophy;
- the editor should ensure that appropriate reviewers are assigned manuscripts;
- the editor can reject a manuscript without review if the manuscript does not match the [major](#) or [minor](#) scope of the journal or if advised so by the [strands coordinators](#);
- the editor should keep the [peer review process](#) confidential;
- the editor can terminate reviewers who have not submitted their review;
- the editor should avoid situations of real or perceived conflicts of interest;
- the editor must not use unpublished information from a submitted manuscript for their own research without the explicit written consent of the author;
- the editor should have a process for handling author appeals and complaints and communicate decisions transparently.

ARTICLE RETRACTION

ERL Journal is committed to maintaining the integrity of scholarly communication. When making a final decision, the editor is guided by the journal's [policies](#) and constrained by legal requirements regarding plagiarism, copyright infringement or academic misconduct. Published articles shall remain unaltered as far as possible. However, circumstances may arise so that a

published article must be retracted. Depending on the severity of the issue, the editor may issue a correction (minor error), an expression of concern (ongoing investigation), or a retraction (serious misconduct or error that invalidates findings). For more information, see ERL Journal's retraction policies.

ERL JOURNAL EDITOR CHECKLIST

Title:

If the answer to *one or more* questions is *No* (using the sign 'X'), reject the manuscript or consider discussing any concerns with the editor-in-chief. Support all *No* answers with comments.

Question	Yes	No	Comments
Does the content of the manuscript match the major or minor scopes of the journal?			
If you have a conflict of interest with any author, recuse yourself and reassign the manuscript to another editor			
Did you blind the manuscript before sending it to the reviewers?			
Did you assign the manuscript to the appropriate reviewers?			
Have you received sufficient reviewer feedback to make an informed editorial decision?			
Do you have any doubts regarding plagiarism or academic misconduct?			
If revisions were requested, has the revised manuscript been re-evaluated?			