

## Editorial Policies

**GATHA COGNITION®** conducts rigorous assessments and reviews for all submitted manuscripts including journal articles, book chapters, books, etc. to achieve high standard and impact. Editors and Reviewers perform benchmark roles at different levels of manuscript processing.

### 1.0 Editorial Assessments

#### 1.1 Initial Check

The Managing Editor checks manuscripts initially for:

- ✓ Scope
- ✓ Quality
- ✓ Formatting
- ✓ Etc.

The Managing Editor forwards only well prepared quality manuscripts to the Editor-in-Chief for final consideration.

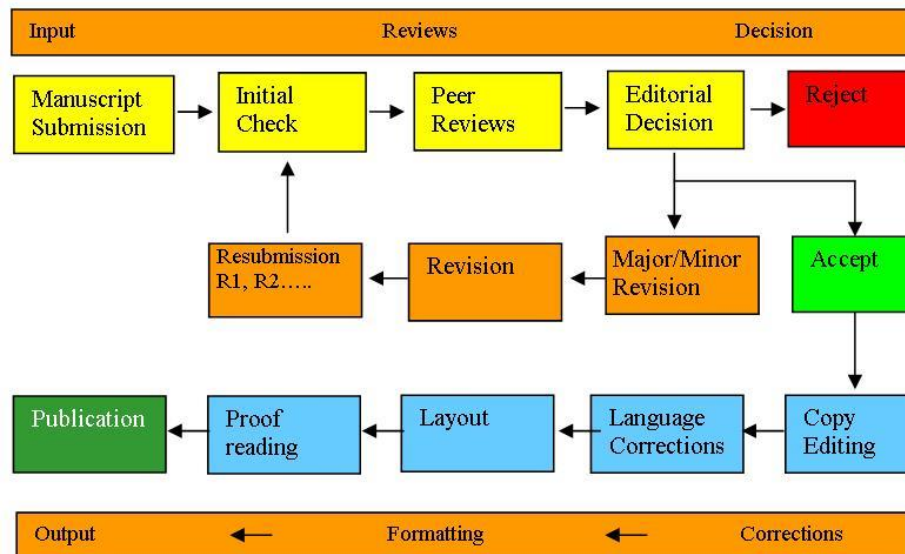


Figure 1. Editorial Process adopted by GATHA COGNITION™

#### 1.2 Peer Review

The Editor-in-Chief (EIC) appoints the Panel of Reviewers (POR) to review the verified manuscript by the Editorial Office. The Managing Editor conducts the entire review process with the help of Editorial office, journal guidelines as well as instructions given by the EIC. POR consists of three eminent experts in the field and minimum two reports of reviewers required for final decision. [Manuscript Portal®](#) informs EIC at the moment of two reports of reviewers received.

POR assesses the manuscript for:

- ✓ Innovations
- ✓ Scope
- ✓ Methodology, techniques and data used



- ✓ Explanations and justifications
- ✓ Contributions
- ✓ Applicability
- ✓ Over all flow of writing
- ✓ Language
- ✓ Etc.

Reviewers submit their confidential reports to EIC including manuscript rating and comments for author using facilities at [Manuscript Portal®](#).

Revised manuscripts are also processed through all these steps.

### 1.3 Editorial Decision

The Editor-in-Chief makes decision about reviewed manuscripts based on confidential comments for editor and comments for author(s) appeared in review reports (minimum two) as well as his observations.

- a. Decline:  
Manuscript returns to the author without peer review in case of manuscript quality is not up to the mark.
- b. Accept:  
Manuscript accepted for publication in the journal.
- c. Minor revision:  
Manuscript returns to author with the comments of reviewers and editors for minor revision and resubmission.
- d. Major revision:  
Manuscript returns to author with the comments of reviewers and editors for major revision and resubmission.
- e. Reject:  
Manuscript rejected for publication in the journal based on adverse comments of reviewer(s) and editor(s).

### 1.4 Revision and Resubmission

Author(s) can revise his/her manuscript according to comments of the editor(s) and reviewer(s) for improvements and resubmit using the link given on author account and email notification as early as possible. Corresponding author uploads corrected files and data only and he/she need not change previously uploaded correct files and data.

The Managing Editor checks revised manuscript for expected changes and forwards to EIC for final consideration. EIC again appoints the POR to review the revised manuscript and makes decision based on their comments and suggestions.

## 2.0 Production

### 2.1 Copy Editing

It is in-house editing for consistency, formatting, over all flow, figures, tables, captions, references, information about author(s), funding agency, institutes, acknowledgements, citations, quotations, etc.



## 2.2 Language Corrections

The Language Editor checks accepted manuscript for grammar, spellings, syntax, abbreviations, synonyms, writing flow, etc., in-house. Poor quality manuscripts return to author(s) for language corrections and sometimes suggested for checking by professional language editors.

## 2.3 Layout

The Editorial office forwards accepted and corrected manuscripts to production unit for final layout of journal articles, book chapters or books.

## 2.4 Proof Readings

Production unit uploads final copy of journal articles, book chapters and books at author account, [Manuscript Portal](#)® for final checking by author. Production unit makes minor changes according to suggestions made by the author(s) up to the final stage, if required. This corrected copy again sends to the author(s) for final checking, corrections and approval. Approved copy is ready for publication.

## 3.0 Publication

### Your article/book is published.

**GATHA COGNITION**® publishes accepted articles and book chapters as ‘Online First’ immediately after completion of copy editing, language corrections, final layout and proof checking. These articles and book chapters are lined out for upcoming journal issues and books. **GATHA COGNITION**® adopted green policy for publication and publishes all articles, book chapters and books electronically at [www.gathacognition.com](http://www.gathacognition.com). Therefore, author need not wait for upcoming issues of the journals and books.

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