

Editorial Policies

GATHA COGNITION® conducts rigorous assessments and reviews of all submitted manuscripts, including journal articles, book chapters, books, etc., to achieve a 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.

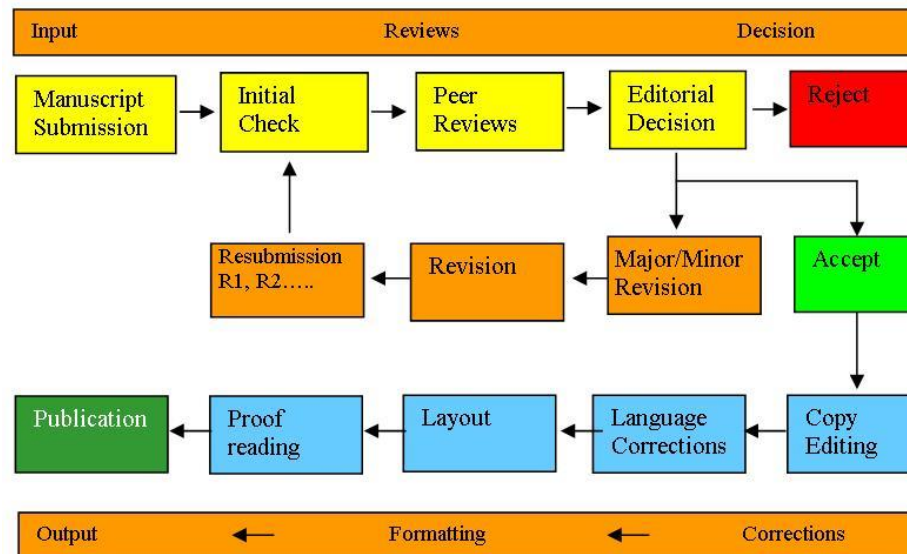


Figure 1. Editorial Process adopted by GATHA COGNITION®

1.2 Peer Review

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

The POR assesses the manuscript for:

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



- ✓ Explanations and justifications
- ✓ Contributions
- ✓ Applicability
- ✓ Overall flow of writing
- ✓ Language
- ✓ etc.

Reviewers submit their confidential reports to the EIC, including manuscript ratings and comments for the author, using the facilities at the Manuscript Portal®.

Revised manuscripts are also processed through all these steps.

1.3 Editorial Decision

The Editor-in-Chief makes a decision about reviewed manuscripts based on the confidential comments for the editor and comments for the author(s) that appear in the review reports (minimum two), as well as his/her own observations.

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

1.4 Revision and Resubmission

Author(s) can revise their manuscript according to the comments of the editor(s) and reviewer(s) for improvements, and resubmit using the link given in the author account and email notification, as early as possible. The corresponding author uploads only the corrected files and data and need not change previously uploaded, correct files and data.

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

2.0 Production

2.1 Copy Editing

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



2.2 Language Corrections

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

2.3 Layout

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

2.4 Proofreading

The production unit uploads the final copy of journal articles, book chapters, and books to the author account on the Manuscript Portal® for final checking by the author. The production unit makes minor changes according to suggestions made by the author(s) up to the final stage, if required. This corrected copy is sent again to the author(s) for final checking, corrections, and approval. The approved copy is then ready for publication.

3.0 Publication

Your article/book is published.

GATHA COGNITION® publishes accepted articles and book chapters as ‘Online First’ immediately after the completion of copy editing, language corrections, final layout, and proof checking. These articles and book chapters are lined up for upcoming journal issues and books. **GATHA COGNITION®** has adopted a green policy for publication and publishes all articles, book chapters, and books electronically at <https://gathacognition.com>. Therefore, authors need not wait for upcoming issues of the journals and books.
