

# The journal publishing process

We know it's important to you to have your research published as quickly as possible. Our journals offer Article Level Publishing (ALP) that allows an article to be typeset, proofed and published online in its final and citable form within an average of 20 business days of acceptance.

2-8 months

## 1. Submit

Submit your research through your chosen journal's online submission site. You will need to register for an account to do this.

Once your account is set up, you will be guided through a 7-step submission process.

## 2. Editor check

Your paper will then be read by the journal Editor to see if it fits with the aims and scope of the journal. If you have submitted to an academic journal, they will enter it into a rigorous, double-anonymous peer review process which considers the quality, originality, approach and clarity of your paper.

## 3. Decision

Once the reviewers have read your paper, they will make one of the following recommendations:

- **Accept** • **Minor revisions**
- **Major revisions** • **Reject**

The final decision lies with the Editor. Reviewer feedback on the paper will be provided to the corresponding author.

Note, if the paper is outside the journal's scope, some Editor's may reject it and suggest it is transferred to a more suitable Emerald journal using our Manuscript Transfer Service.



## 4. Revisions

You will receive an email from the Editor containing feedback and a final decision.

If you are asked to make revisions, you will generally have 30 days to revise your paper for minor revisions, and 90 days for major revisions. The editor will confirm the deadline when they provide their feedback and decision.

Once you have resubmitted your revised paper, it will be reassigned to the same reviewers, depending on their availability, to check whether their comments have been successfully addressed.

If the editors and reviewers determine that sufficient improvements have been made, your paper will be accepted. If not, you may be asked to perform multiple revisions or your paper may be rejected.

20 working days

## 5. Typesetting

Once accepted, your paper is immediately processed by our in-house team, who check it is complete and whether any necessary third-party permissions have been provided. Your paper will be returned to you for a final check along with any requests for missing information, before being sent to Emerald Submit, our licencing and APC system.

When the licence is signed (and any applicable APC paid) your paper is then sent to our typesetting team, who will perform further quality checks and prepare PDF proofs. You will receive an email link to the proofs, along with a query form that highlights any inconsistencies, grammar, table/ figure and referencing errors that need resolving before publication.

## 6. Author proofs

Your proof must be returned to the typesetters. Supplier project managers will email corresponding authors and co-authors in the event of delay in returning proofs, followed by contact with the journal's editor.

## 7. Earlycite

Once proofs are returned, corrections are made by the typesetting team. Where relevant, your paper is then published through EarlyCite, Emerald's pre-publication service. Your paper is now a fully citable, published article with a DOI number. The article can be promoted, downloaded and referenced.

Your published article will remain on EarlyCite until it is assigned to an issue.

## 8. Publication

When a journal issue is available for your article to be published in, the typeset files will be reworked by the typesetting team to add pagination, volume and issue details.

The re-supplied files will be re-loaded to our online platform, moving from the EarlyCite container to the relevant volume and issue number. Where applicable, a subscriber print copy will then be produced.

