

# **A Handout**

## **On**

### **How to Publish an Article as An Editor**

**From Submission to Publication**

**For**

**International Journal of Business and  
Technical Education  
(IJBTE)**

<https://sbsijbtefpa.com/index.php/ijbte/index>

**The School of Business Studies (SBS)**

**The Federal Polytechnic Ado-Ekiti**

**Ekiti State, Nigeria**

**Prepared By**

**Dr Innocent U. Onwuegbuzie – Journal Administrator**

**© 2025. IJBTE**

# Handout Overview

This handout provides a clear, step-by-step guide for Editors using the IJBTE Journal admin tools to manage an article from its initial submission through to final publication. Understanding this workflow is crucial for efficient and effective journal management.

## **I. Introduction**

## **II. Stage 1: The Submission Queue & Initial Triage**

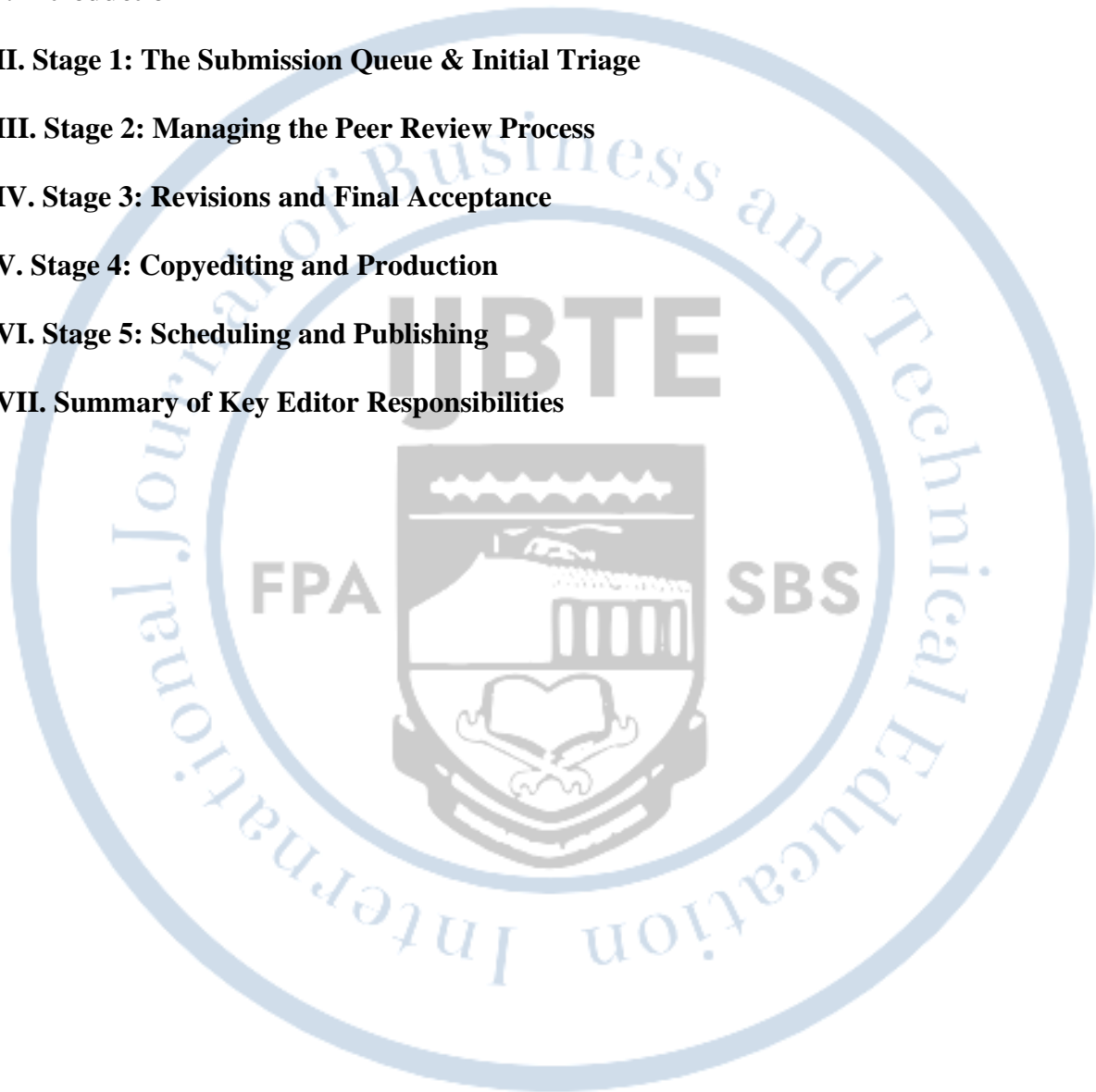
## **III. Stage 2: Managing the Peer Review Process**

## **IV. Stage 3: Revisions and Final Acceptance**

## **V. Stage 4: Copyediting and Production**

## **VI. Stage 5: Scheduling and Publishing**

## **VII. Summary of Key Editor Responsibilities**



## I. Introduction

The role of an Editor in IJBTE Journal is pivotal to the scholarly publishing process. This handout outlines the typical journey of an article under your stewardship, covering five key stages: Submission Triage, Peer Review, Revisions, Copyediting/Production, and final Publication. Your diligent oversight ensures the quality and timely dissemination of research.

## II. Stage 1: The Submission Queue & Initial Triage

This is where you first encounter new manuscripts submitted to your journal.

- **A. Accessing New Submissions:**
  - Log in to your IJBTE Journal account.
  - Navigate to your dashboard, usually under the "My Queue" or "Submissions" tab.
  - Look for submissions marked as "New" or those awaiting an initial assignment.
- **B. Initial Assessment:**
  - **Check for Completeness:** Open the submission. Verify that all required files (e.g., manuscript, figures, tables) are uploaded and that author metadata (names, affiliations, email) is complete.
  - **Evaluate for Scope and Basic Quality:** Briefly read the abstract and skim the introduction. Does the topic align with your journal's aims and scope? Does it appear to be a scholarly article without immediate, obvious flaws?
- **C. First Decision Point:**
  - **Immediate Decline:** If the submission is clearly outside the journal's scope, plagiarized, or of extremely low quality, you can decline it at this stage. Provide a concise, professional reason (e.g., "Out of scope," "Does not meet basic scholarly standards").
  - **Assign Editor:** For suitable submissions, assign yourself or another Section Editor from your editorial team to manage the peer review process. This moves the submission forward in the workflow.

## III. Stage 2: Managing the Peer Review Process

This is the core of quality control, where expert peers evaluate the manuscript.

- **A. Assigning Reviewers:**
  - Go to the "Review" tab of the submission.
  - Click "Add Reviewer." Search your journal's reviewer database or invite new reviewers who possess expertise relevant to the manuscript's subject matter.
  - Send a formal review invitation through IJBTE Journal, clearly stating the review deadline and including access to the manuscript.
- **B. Monitoring Reviews:**
  - Regularly check the submission's "Review" tab to track reviewer responses (accepted/declined) and the progress of submitted reviews.
  - Send gentle reminders via IJBTE Journal to reviewers approaching or past their deadline.
- **C. Making an Editorial Decision:**

- Once sufficient reviews are received (typically 2-3), read them thoroughly. Consider the reviewers' critiques, suggestions, and recommendations.
- Based on these, make a decision:
  - **Accept Submission:** (Rarely at this stage, usually after revisions).
  - **Revisions Required (Minor/Major):** The most common decision, indicating the authors need to address specific points.
  - **Resubmit for Review:** For submissions requiring extensive work that necessitates a completely new review round.
  - **Decline Submission:** If the manuscript is fundamentally flawed and cannot be salvaged.
- **D. Communicating with the Author:**
  - Use the IJBTE Journal communication tools to send the decision letter to the author(s).
  - Include the anonymized reviewer comments and clear instructions regarding required revisions.

#### IV. Stage 3: Revisions and Final Acceptance

Authors address feedback, and you determine if the manuscript is ready for publication.

- **A. Handling Resubmissions:**
  - Authors will upload their revised manuscript(s) and typically a "Response to Reviewers" document explaining how they addressed each comment.
  - Carefully review the revised files against the original comments and the authors' response.
- **B. Deciding on Further Review:**
  - **Re-review:** For submissions that underwent "Major Revisions," it's often advisable to send the revised manuscript back to the original reviewers for a final check.
  - **Editor Judgment:** For "Minor Revisions," you may be able to assess the changes yourself without sending it back to reviewers.
- **C. Final Acceptance:**
  - Once you are satisfied that all necessary revisions have been adequately addressed and the manuscript meets the journal's standards, issue the final "Accept Submission" decision.

#### V. Stage 4: Copyediting and Production

The manuscript is now prepared for its final published form.

- **A. The Copyediting Stage:**
  - **Assign Copyeditor:** Move the submission to the "Copyediting" tab and assign a Copyeditor (this might be you or a designated staff member).
  - **Focus Areas:** The Copyeditor will refine the language, grammar, spelling, punctuation, and ensure adherence to the journal's specific style guide.
  - **Author Review of Copyedits:** The copyedited manuscript is sent to the author for their final approval of the changes. This is *not* for content changes, only for accuracy of edits.
- **B. The Production Stage:**

- **Assign Layout Editor:** Move the submission to the "Production" or "Layout" tab and assign a Layout Editor.
- **Creating Publication-Ready Files (Galleys/Proofs):** The Layout Editor transforms the copyedited manuscript into the final publication formats (e.g., PDF, HTML, XML). These are often called "galleys" or "proofs."
- **Managing Final Author Proofreading:** Send the generated galleys to the author for one last check. They should only be looking for layout errors or critical typos, not making further content revisions.

## VI. Stage 5: Scheduling and Publishing

The final steps to make the article publicly available.

- **A. Scheduling for an Issue:**
  - Go to the "Scheduling" tab of the submission.
  - Select the specific journal issue (Volume and Number) in which the article will be published.
- **B. Final Publication:**
  - Set the exact publication date for the article.
  - Review all details one last time.
  - Click the "Publish" button. The article is now live and accessible on your journal's website!

## VII. Summary of Key Editor Responsibilities

As an IJBTE Journal Editor, your role encompasses several critical functions:

- **Timely Communication:** Maintain clear, professional, and prompt communication with authors, reviewers, and other editorial staff throughout the entire process.
- **Fair and Objective Decision-Making:** Base all editorial decisions on sound academic judgment, reviewer feedback, and adherence to journal policies.
- **Maintaining Journal Quality Standards:** Act as the guardian of the journal's academic rigor and editorial quality.
- **Efficiently Managing Workflow Progression:** Ensure submissions move smoothly and promptly through each stage of the publishing pipeline, minimizing delays.