Peer review standards

A. TIME STANDARDS
For each peer review activity performed by Editor we are planning a maximum amount of time measured in days.

**STEP 1.** Editor makes a list of referees and sends out the review requests [7 days]
**STEP 2.** Editor collects the reviews [4 weeks = 28 days = about 1 month]
**STEP 3.** Editor makes decision (Accept / Reject / Revise) [3 days]
**STEP 4.** In case “Revise”, Editor gives the author time to correct a paper (if author exceeds, paper can only be treated as a new submission). Number of days Author has to revise submission:
First Revision: [up to 28 days]
Subsequent Revisions: [up to 14 days]
**STEP 5.** Editor sends corrected manuscript to referees for back-refereeing (if the referees wanted to see it again) and collects back-reviews. Number of days to review the revised article: [14 days]
**STEP 6.** Editor sends a paper to the author for final minor corrections according to back-review and gets the corrected manuscript back [14 days]
**STEP 7.** Editor makes decision (Accept / Reject) [3 days]
Total time target for Editors:
- if “Revise” not required: 38 days (7+28+3)
- if “Revise” required (but without a back-review): 69 days (7+28+3+28+3)
REMARK: The editorial process very often proceeds without steps 5,6.

B. REVIEW STANDARDS
Number of reports required:
research article: 2
surveys: 3

C. REMARKS:
Our Editors are expected to:
- try to meet peer review standards in our everyday editorial work
- promote the journal in the material sciences community in order to attract better submissions
- solicit interesting new articles
Our Editors are working in the online manuscript processing system called Editorial Manager. We assume close contacts and cooperation between the Editors and the Managing Editor.