REVIEW AND EDITORIAL PROCEDURES

The Journal of Technology Studies

A refereed publication of *Epsilon Pi Tau* the international honorary for professions in technology.

The editorial board and staff see themselves as part of a team with authors who submit informative, topical, and cutting-edge manuscripts. The following outlines the collaborative process and procedures we follow as we work with authors.

THE BEGINNING

When we receive your work, we conduct a preliminary review to ensure that you have followed our guidelines. Approximately one month after receipt, we send you an acknowledgment that includes the editor's views of your work. At this point, you are not expected to make any changes in your material. The manuscript is then entered into the referee process.

THE REFEREE PROCESS

1. Your manuscript will be carefully reviewed by at least two referees and the editor.
2. Referees make an initial assessment of the topic. If it is considered inappropriate for *The Journal of Technology Studies*, we will inform you that we have stopped our review work.
3. If the topic is appropriate, referees will continue their review basing it on the qualitative aspects of our guidelines. They will apply such criteria as timeliness, clarity of ideas, importance of the topic and research question, value to our readers, accuracy, style and/or organization of presentation and/or research design, and format.
4. Three to four months after receipt of your manuscript, you will receive a report of the referee process that will include one of the following:
   - 4.1 A **disagreement** among the reviewers that requires us to obtain a third review. You will be informed that it will take two to three additional months to complete the review.
   - 4.2 **Publish with revisions.**
   - 4.3 **Publish.**
   - 4.4 **Do not publish.** We will provide you with a complete report of the review and suggestions regarding possibilities for the material including major revision that if undertaken and resubmitted, will be treated as a new submission. We may recommend other venues you may pursue to have your work published.

TOWARD PUBLICATION

1. When you are notified that the article has been accepted (the reviewers and editor have recommended **"Publish"** or **"Publish with revisions"**), you will receive recommendations.
2. You should follow the suggestions and recommendations in our report, make all corrections and revisions, and provide all information requested.
3. You should resubmit the revised material. Refer to our "Guidelines for Authors" for the proper procedures to send your revised article.
4. We check your work and then put your article in journal format as a "galley."
5. We send you the "galley," any additional queries we have, and "sign-off papers." You respond to the queries, fine-tune, and make last-minute changes and suggestions about the galley (these should be minimal at this stage). You return your work on the galley and the "sign-off papers."
6. Our editorial team will make final corrections.
7. As soon as the article is ready, we publish it on the World Wide Web (www) and provide the author(s) with a hard copy.
8. Our production coordinator will assemble an issue from articles accumulated on the Web during the calendar year.
9. We do a final editorial review of the assembled issue.
10. We will publish the assembled issue on the www and also print and mail copies to authors and our subscribers.

In all processes, the editor of *The Journal of Technology Studies* will be the final arbiter should any professional disagreement arise. Authors are assured that the editor will approach this responsibility in an objective and professional manner.

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