

## **Microbes and Environments (M&E)**

### **Instructions for Editors**

Dated, January 2009

All manuscripts are submitted and reviewed electronically via our online system. The editorial office, the editors, and referees should deal with all manuscripts confidentially.

#### **Receiving and assigning of editors**

Submitted manuscripts are checked for style and format by a managing editor, and if necessary, the authors are asked to resubmit a format-corrected manuscript. The chief editor assigns an editor with appropriate expertise, who is responsible for making the recommendation on acceptability. Before sending a manuscript to referees, the editor should pre-evaluate whether the manuscript is potentially suitable for M&E using certain basic criteria: nature and scope of the study, quality of data, and standard of presentation. If the manuscript does not fulfill these criteria, the editor recommends to the chief editor that it may be rejected at this stage. Before assigning an editor, the editorial office will also pre-screen based on the manuscript with these criteria, and if it is not suitable for further reviewing, it may be rejected so that the authors can submit it to a more appropriate journal without further delay.

#### **Reviewing**

The editor normally sends the manuscript to at least two independent referees with expertise in the related research fields. The editor can also act as a referee him/herself. The selection of preferred or non-preferred referees suggested by the authors is at the discretion of the editor. The editor should ask the referees to complete their reviewing within three weeks.

Upon receiving the evaluations and comments of the referees, the editor judges the acceptability of the manuscript. The editor should evaluate all the materials provided by the authors including supplementary data and should check the style of the manuscript format including tables, figures, and references. If some modifications are necessary, the revision by the authors should be returned within six weeks. If more time is required, the editor can set a new deadline. The revised version will be re-sent to referees if further reviewing is necessary. If the revision by the authors is delayed without agreement with the editor, the revised version will be treated as a new submission.

#### **Recommendation, decision, and accepted manuscripts**

After the evaluation, the editor sends his/her recommendation (accept or reject) to the chief editor, and according to the recommendation, the chief editor decides on the acceptability of the manuscript. The chief editor will notify the authors of the decision. The chief editor may ask another editor to further review the manuscript if the chief editor's decision differs from the editor's recommendation.

A managing editor usually sends an accepted manuscript to an expert for English language proofreading, and the edited manuscript is returned to the authors to correct the language of the manuscript. The managing editor sometimes asks the authors to make modifications to the style and format of the manuscript. The final manuscript submitted by the authors will be handled by the publisher.