

## Review Process and Decision Descriptions

The process of reviewing articles for publication in MMCE journal is done by appointed reviewers. They use their own valuable expertise and spend countless hours of their time to ensure that submitted articles are timely and worthy of inclusion in the journal.

### Peer Review Policy

Reviewers are anonymous to authors and vice-versa; it is therefore best, whenever possible, to avoid handwritten reviews. Although the reviewers are anonymous, the authors can indicate a rejection preference for a certain reviewer, from the beginning of the evaluation process.

To be definitely accepted or rejected for publication, a paper must receive two positive or two negative reviews.

If one positive and one negative review are received, a third clarifying, tie-breaking review must be performed.

In the case of a tentatively accepted paper, some minor revisions must be made by authors, as requested by the reviewers. Revised manuscript must return to the editor for final review, before receiving publishing acceptance. A manuscript under re-review may be rejected if (i) the author did not revised accordingly the article as requested by reviewers, (ii) new material was introduced that is considered to be of unacceptable quality or out of initial topics, or (iii) additional errors are found.

### ***Send out for review***

At least two reviewers will be appointed by the MMCE's editors, who will send each reviewer an e-version of the paper. The reviewers read the manuscript and send in their results, selecting only one of the available recommendation options. Based on reviewers form the editor completes a final review and communicates the result to the authors.

### ***Paper outside the range of topics addressed by MMCE***

The editor and/or reviewers may decide whether a paper is suitable or not for the journal's range of topics. The authors will be informed in case of rejection.

### ***Return without review (grammar/syntax)***

The editors may determine whether a submitted paper has major deficiencies with English grammar and syntax and is not ready for review. The authors are requested to make the necessary revisions so that to be acceptable for technical review.

## Review Decisions by Reviewers and Editors

### ***Paper accepted (without any change)***

Based on two clear positive reviews, the editor decides that the manuscript is ready for publication in its current shape. The editor sends the two reviews and his recommendation to MMCE Editorial Board. Authors will receive from the Executive Editor an acceptance note and the manuscript is moved into production.

### ***Paper accepted only if author/authors proceed to requested minor changes***

Based on two reviews, the editor decides that the manuscript is almost ready to be published only if the reviewer's requested minor changes are properly done by the authors. The editor sends his review to reviewers who decide whether or not the requested changes were performed by the authors. If accepted, authors will be requested to submit their final manuscript, along with specific forms and e-files.

### ***Paper rejected (paper outside the range of topics addressed by MMCE)***

A manuscript may be definitely rejected for review, if it is found to be outside of the range of topics addressed by MMCE. The authors will receive a note from the editor.

### ***Paper rejected***

Based on at least two reviews, the editor decides that the manuscript is not appropriate for publication due to (i) unacceptable quality of English or (ii) the technical content is of inappropriate level for the readership of the journal. The editor sends the reviews to MMCE and the Executive Editor communicates this decision to authors, alerting them that no further revisions will be considered. A manuscript that has been rejected for publishing may not be resubmitted unless it has been substantially revised and presented for a new submission.

### ***Appeal Procedure***

The authors may appeal the rejection decision of a paper outside the range of topics addressed by MMCE. The manuscript will be analyzed by the Editorial Board members and communicate the final decision to the authors.

The peer-review decision may also be appealed by the authors, but only once. Thus, the manuscript will be reviewed by two different reviewers and their opinion will be confronted to first ones for the final decision.