Peer Review Process

How and by whom is the decision on acceptance or rejection of your manuscripts made?

First step

IPA wants authors to prepare their manuscripts based on instructions mentioned in the Author Guidelines. Then, regarding the publication criteria (publication copyright and ethics), wants to prepare all submission requirements (manuscript checklist), and the manuscript should be submitted online by the corresponding author at https://journals.sbmu.ac.ir/acta/New-Submission.

Second step

In IPA, after submitting your manuscript, it will be read by the editor, and he/she will make a decision about whether to send the paper for the peer review process within 7 days. During this time, the submitted manuscript is checked for meeting general format, publication criteria, general scientific scope (which is matched to the journal's scope), and English by editorial staff, and the editor make the decision:

Third step

- To reject the manuscript: the author receives a notification that explains the reason for rejection. The usual reasons for rejection are insufficient originality and quality, subject in lack of accordance with the journal's scope, and major fault in the format or English language of the paper.
- To return the paper to the author for revision: IPA wants authors to revise the format or language of the paper or want to send requirements that they lost and then resubmit their manuscript with requirements.
- To send the paper for peer review to at least 2 appropriate reviewers. Reviewers are provided access to all materials that may be relevant to the evaluation of the manuscript and are given 3 weeks to complete their review of the manuscript.

Fourth step: The editor received all reports of reviewers and made the decision:

- To reject the manuscript.
- To accept it for publishing.
- To return the paper and reviewers' comments to the author for revision of the paper.

Following resubmission of the paper, the editor receives it. It may be edited by the editor or sent it to one or more reviewers again. This process may repeat several times.

Fifth step

English correction

Page layout

Author revision and author confirmation of Galley proof, certificate & copyright

Acceptance for Publication which takes about 5 weeks

Editorial Decision Process

This process is done completely independently by an editor who is charged to handle the manuscript and make the final decision about the acceptance or rejection of manuscripts submitted. Any manuscript treated as a confidential document, and they are shown only to those who are authorized by the editor to review.

IPA uses a double-blind review process, which means that both the reviewer and author remain anonymous to each other. So authors should submit the title page containing the authors' details and a blinded manuscript with no author details as 2 separate files. The editor who is handling the manuscript connects reviewers to authors, and any questions or comments should be directed to the editor.

How and by whom is the peer-review process done?

Because of unbiased, independent critical assessment of manuscripts submitted to IPA by experts within the relevant field, the manuscript based on the discretion of the editor will be sent out to at least two appropriate external experts who are not part of the editorial staff as a peer reviewer (s).

Peer reviewer help to the editor:

1-To make the final decision in accepting only valuable manuscripts by determining the validity and originality of the work.

2-To improve the quality of work by suggesting notes and points to the author.

What are the bases of peer reviewer selection and how are they invited?

In IPA, the editor selects experts in the field of the manuscript based on his/her reputation and conflicts of interest and the editor's previous experience with his/her review.

The editor emails selected reviewers the title and abstract of the submission as well as an invitation to accept the review. Only after agreeing to review it, reviewers will have access to the blinded submission file.

Types of manuscripts which are peer reviewed?

Which types of manuscripts are peer-reviewed?

Any papers submitted which need expert criticizing, such as original and review articles, short communication, case reports, letters, editorials, or any technical and analysis reports, are peer-reviewed at the discretion of the editor.