Submission Process for Special Issues of the
Journal of Systemics, cybernetics, and Informatics (JSCI)

The editorial policy of the Journal of Systemics, cybernetics, and Informatics (JSCI) is to minimize the intersection between the *content* reviewing and the *form* editing. The edition of the form is oriented to both the required format and an adequate linguistic expression of the content of the article. Consequently, the submission and the respective editorial process have two main sequential phases, one oriented to the content, and a subsequent one oriented to the form (in which the ideas are expressed) of the articles that has already been accepted. Content review has two sequential steps: *internal and external reviews.* Form Review has two basin activities, which might be done in parallel or in series. Figure 1 one is a schematic description of the submissions/acceptance process; which will be detailed a little bit below.
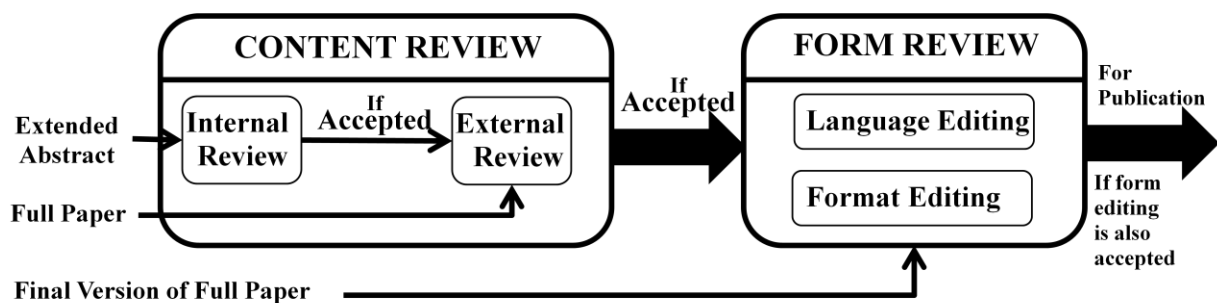

Figure 1

Phase 1: Content Reviewing.

This phase has *two steps*, one oriented to internal reviewing and the other oriented to external reviewing-

1. a. Internal review:

The first step in the submission process is to send an abstract via the website for its internal review. This review will be oriented to ascertain the relatedness of what is being proposed to the topic of the special issue. Authors of accepted abstract will be notified in order to proceed to the next step oriented to review the full paper.

2. b. External Review

Authors of the accepted abstracts (in the first step) can submit their full paper in order to be reviewed by the *two-tier methodology* of the International Institute of Informatics and Systemics. This methodology has two reviewing processes that will be carried up in *simultaneously*:

A) ***Non-blind*** peer-review to be done by 2-4 reviewers proposed by the author who should be validated and verified by the Editor(s) of the special issue and, if approved, then the article will be sent to them;

B) ***Double-blind*** peer-review for which4-6 JSCI's reviewers will be selected at random for the respective review of each article.

A good article might be rejected by the reviewers or the editor if it does not meet a minimum degree of legibility. As we emphasized in the "Editorial Policy for JSCI's Special Issues" (<http://www.iiisci.org/journal/sci/Contents/special-issues.pdf>):

> "The article submitted to be considered by the reviewers should have had, at least, ***English Language Checking***, which should ensure that the article is written in correct American or British English before its submission is being considered by the respective reviewers. Otherwise, the article might be rejected because of its lack of legibility and not because of the quality of its intellectual content. The reviewers are volunteering for the reviewing process; consequently, it is even an ethical obligation to submit a legible article that should minimize the time needed for the voluntary reviewing they are making. Consequently, it is a matter of both: fairness and ethics on behalf of the authors. The fairness is even with the same article being submitted because it might get rejected in spite of its intellectual quality content. A native English speaker should handle this kind of language checking for grammatical, spelling, and other common errors. Even authors who are native English speakers should have a colleague or friend read the article before its submission, especially if it is being submitted to a special issue of the journal. There are many freelance people and organizations that provide this kind of service."

Phase 2: Form Reviewing

Authors of articles which ***content*** is accepted as a consequence of the external peer review (according the two-tier reviewing methodology), are required to assure the editing of the ***form*** in which the final version of the articles is expressing the accepted content. Authors are responsible of the final edition of their respective article. With regards to this issue, it is affirmed in the JSCI's Policy (http://www.iiisci.org/journal/sci/Contents/special-issues.pdf):

> Before submitting the final version of the accepted paper, the authors should copy-edit them. The *Oxford Style Manual* affirms that the goal of copy editing is to create "a text that is as easy as possible to read and understand."

> Ensure consistency; good grammar, spelling, and punctuation; clarity of expression; and a clear and sensible structure for the book [or the article]. *The result should be a text that is as easy as possible to read and understand*. (The Oxford Guide Style, 2002, p. 43)

As SCOPUS affirms "it should be the authors' responsibility to ensure that grammar and spelling is correct. The editors of course may highlight in their decision about an article that the authors need to attend to this type of problem. There should be a minimal amount of editing if any [especially because of what we stressed above with regard to the submission of the full paper after the abstract has been accepted]. For those authors writing in English as a second language, some publishers now offer a service for a fee to help authors who do not have English as their first language with this issue". This Socups policy is in complete consonance with our editorial requirements.

In some special issues, the editor may ask the authors to choose between

- Contracting a service for assuring and adequate editing 1) regarding an adequate expression in English (light editing) and 2) strictly meeting the format requirements, or
- Suggesting one or more colleagues for this last step in the editing process.

In any case, the author is responsible for the edition of the final version (copy editing) of the respective accepted article; and the author should be able to prove it to the editor. The editor may add requirements in order to assure that the author is fulfilling his/her copy editing responsibility and may invite members of an Editorial Board of the special issue of the journal to provide support in processes of quality assurance related to the copy editing process.