

IJFS

GUIDE FOR EDITORS



ISEKI_Food Association

VIENNA, AUSTRIA

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INTRODUCTION

The International Journal of Food Studies is very grateful for your support in the peer review of the submitted manuscripts.

The aim of this short guideline is to make your job easier and ensure that the peer review of every manuscript will be concluded correctly. For this reason, we invite you to read carefully all the information below about the procedures to follow and your role function.

PEER REVIEW PROCESS

Manuscripts submitted to the **International Journal of Food Studies** are subjected to rigorous peer review by the responsible editor and at least two anonymous and experienced referees. Manuscripts are sent out for review electronically, and all correspondence takes place via e-mail, through the website.

Once submitted and manuscripts are received by the Editorial Office, authors will receive an acknowledgement of receipt of their manuscripts.

All submitted manuscripts considered to be within the scope of the journal will be firstly checked to determine whether they are properly written, absence of plagiarism, and whether they follow the journal guidelines. Manuscripts outside the scope of the Journal or that do not meet the standards of the journal will be rejected before peer-review. Manuscripts that are not properly prepared will be returned to the authors for revision and resubmission. Decisions at this stage will be verified by the *Editor-in-Chief*.

After passing the initial check, the manuscripts are assigned to associate editors according to their area of expertise. Then, firstly all manuscripts are initially assessed by the selected editor for journal appropriateness and if deemed suitable, the editor will apply a single blind review process, where the papers are sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. Based on reviewers' reports, the editor elaborates a recommendation regarding the manuscripts' acceptance or rejection and send this information to the corresponding author. If revisions are requested to the authors, they need to provide a detailed response to all reviewers' queries together with the revised version of the manuscript. Authors will be asked to resubmit both files within a suitable time frame, and they will be returned to the reviewers for further comments, if the editor finds it necessary.

When manuscripts are accepted for publication, they will undergo professional copy-editing. Language editing will be done by a native English speaker and references citation will also be checked. The final version proofs will be sent to the corresponding author for final review, and any corrections should be returned within a week. No new material may be inserted into the text at this stage.

Authors are given a maximum of four weeks for revision.

Figure 1 presents the flowchart of the peer-review process, performed by the Editor-in-Chief and the Associate Editor, and following explained in more detail.

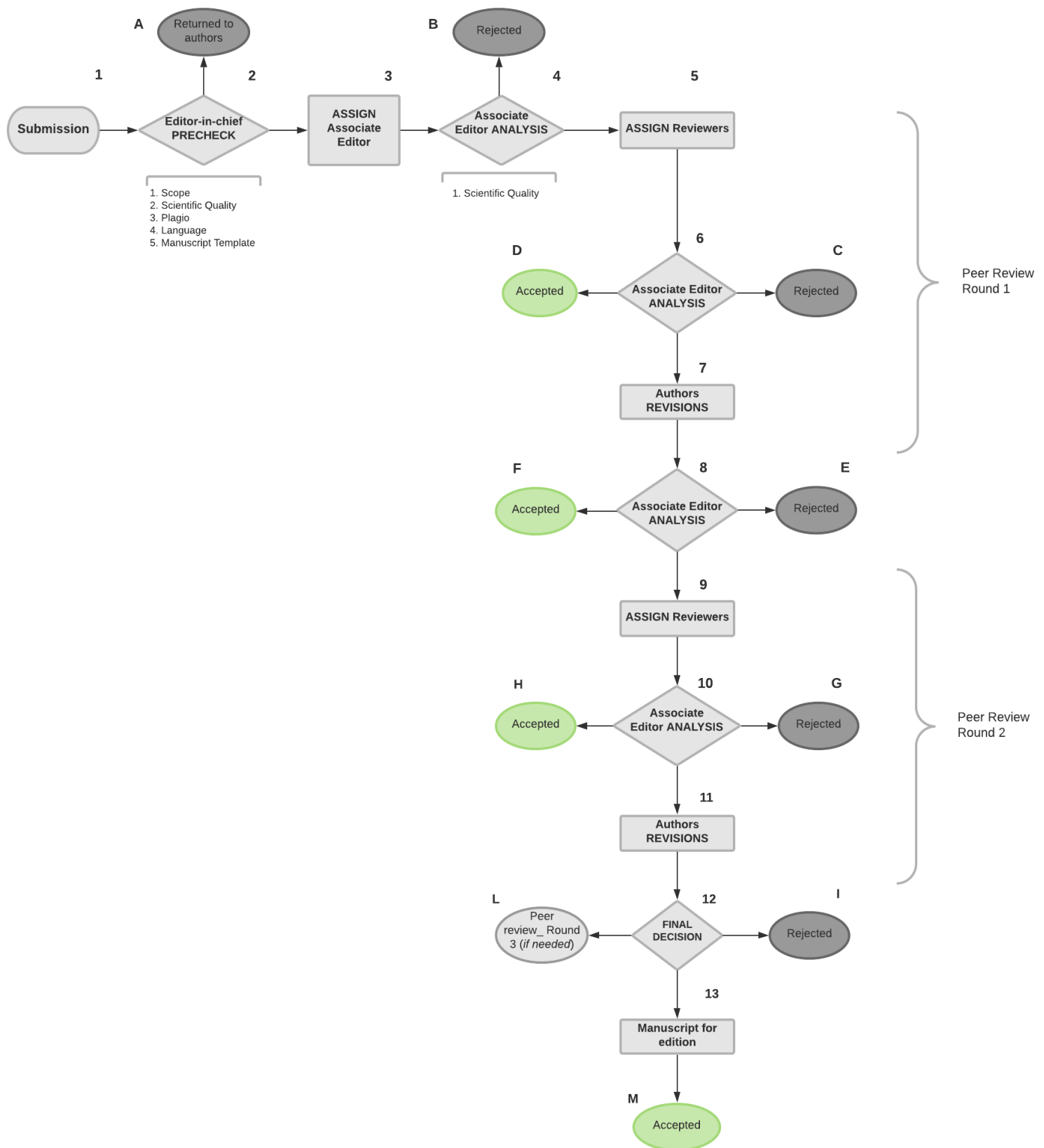


Figure 1. Flowchart of the IJFS peer review process.

EDITOR-IN-CHIEF PRECHECK

When a manuscript is submitted, the preliminary check by the Editor-in-chief is the first step to decide between two options:

- **RETURNED TO AUTHORS:** the article does not fall entirely within the scope of the journal OR it does not follow the “Guidelines for authors”, or English language needs improvement or contains plagiarism (Figure 1, (A)).
- **INITIATE PEER REVIEW PROCESS:** the manuscript is in line with the requirements of the IJFS and is prepared according to the “Guidelines for authors” (Figure 1, (4)).

INSTRUCTIONS FOR EDITOR-IN-CHIEF

1. Login: <https://www.iseki-food-ejournal.com/ojs/index.php/e-journal/login>

Home / Login

Login

Username

Password

☐ Remember my username and password

» Not a user? Register with this site

» Forgot your password?

2. Check for Unassigned manuscripts:

User Home

International Journal of Food Studies

User Pages	Assign	Review	Edit	Frequent Tasks
Journal Manager				[Setup]
Editor	1 Unassigned	31 In Review	32 In Editing	[Create Issue] [Notify Users]
Section Editor		0 In Review	0 In Editing	

3. Select manuscript to analyse:

Home / User / Editor / Submissions / Unassigned

Unassigned

Unassigned In Review In Editing Archives

Filter Submissions

Assigned To: All Editors In Section: All Sections

Title contains

Submitted between and

Search

ID	Submitted	Sec	Authors	Title
908	06-26	EM	Silva	A test submission

1 - 1 of 1 Items

4. Open the submission (Figure 1, (1)):

Home / User / Editor / Submissions / #908 / Summary

#908 Summary

Summary Review Editing History References

Submission

Authors	Cristina L. M. Silva
Title	A test submission
Original file	908-5756-1-SM.docx 2020-06-26
Supp. files	None Add a Supplementary File
Submitter	Cristina L. M. Silva
Date submitted	2020-06-26
Section	- Education methods Change to - Education methods Record

Editors

Review	Editing	Request	Action
None assigned			
Record	Add Section Editor	Add Editor	Add Self

Status

And analyse (Figure 1, (2)):

- IJFS Scope
- Scientific quality
- Language and grammar
- Plagiarism



5. Assign Associate Editor (Section Editor) if the manuscript is in conditions to enter a peer-review process (Figure 1, (3)):

Home / User / Editor / Submissions / #908 / Summary

#908 Summary

[Summary](#) [Review](#) [Editing](#) [History](#) [References](#)

Submission

Authors	Cristina L. M. Silva 
Title	A test submission
Original file	908-5756-1-SM.docx 2020-06-26
Supp. files	None Add a Supplementary File
Submitter	Cristina L. M. Silva 
Date submitted	2020-06-26
Section	- Education methods Record Change to - Education methods

Editors

	Review	Editing	Request	Action
None assigned				
Record	Add Section Editor	Add Editor	Add Self	

Status

6. Select the Associate Editor with expertise on the topic of the manuscript (Figure 1, (4)):

Select Section Editor

First Name
contains
Search

ABCDEFGHIJKLMNOPQRSTUVWXYZAll

Name	Journal Sections	Completed	Active	Action
Rui Costa	—	62	3	Assign
Rui Cruz	—	20	9	Assign
Ferruh Erdogan	—	96	0	Assign
Victoria Jideani	—	4	0	Assign
Dear Francesco Marra	—	0	0	Assign
Fabio Napolitano	—	0	1	Assign
Tanaboon Sajjanantakul	—	46	10	Assign
Dr. Fabrizio Sarghini	—	0	0	Assign
Cristina L. M. Silva	—	7	0	Assign
Paulo José do Amaral Sobral	—	107	6	Assign
Dr Alberto Tonda	—	2	0	Assign
Liliana Tudoreanu	—	6	12	Assign
Petras Rimantas Venskutonis	—	16	7	Assign
Margarida Cortez Vieira	—	51	15	Assign

1 - 14 of 14 Items



IMPACT INDEX

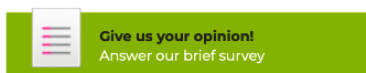


Information

For Readers
For Authors
For Librarians

Notifications

View (1172 new)
Manage



Editor

Submissions

Unassigned (1)
In Review (31)
In Editing (32)
Archives

Issues

EDITOR PEER REVIEW

INSTRUCTIONS FOR ASSOCIATE EDITOR

1. login: <https://www.iseki-food-ejournal.com/ojs/index.php/e-journal/login>

Home / Login

Login

Username

crisil

Password

.....

☐ Remember my username and password

Login

» Not a user? Register with this site

» Forgot your password?

2. Check for new manuscripts in Review:

User Home

International Journal of Food Studies

User Pages	Assign	Review	Edit
Journal Manager			
Editor	0 Unassigned	32 In Review	32 In Editing
Section Editor		1 In Review	0 In Editing

3. Select new manuscript to analyse:

Home / User / Editor / Submissions / Submissions in Review

Submissions in Review

Unassigned In Review In Editing Archives

Filter Submissions

Assigned To: All Editors In Section: All Sections

Title contains Submitted between and

Search

ID	Submitted	Sec	Authors	Title	Peer Review			Ruling	SE
					Ask	Due	Done		
Sadi,...									
908	06-26	EM	Silva	A test submission	—	—	—	—	CS

1 - 32 of 32 Items

Notes

1. Highlighted items indicate action is required by an editor, labelled as follows:

¹ A Reviewer has been assigned but not notified by email

² All Reviewers have returned with their comments, but no decision is recorded

♦ Author has uploaded a revised manuscript

† Reviewer is overdue to confirm peer review invitation

◇ Reviewer is overdue to complete review

4. Open the new manuscript:

Home / User / Editor / Submissions / #908 / Review

#908 Review


[Summary](#) [Review](#) [Editing](#) [History](#) [References](#)

Submission

Authors Cristina L. M. Silva 

Title A test submission

Section - Education methods

Editor Cristina Silva 

Review Version **908-5757-1-RV.docx** 2020-06-26

Upload a revised Review Version Nenhum ficheiro selecionado.

Supp. files None

Peer Review

Round 1

Editor Decision

Select decision

Decision None

Notify Author  Editor/Author Email Record  No Comments

Review Version **908-5757-1-RV.docx** 2020-06-26

Author Version None

Editor Version None

Nenhum ficheiro selecionado.

5. Confirm that you feel competent to handle the manuscript. If not, please contact the Editor-in-Chief and return the manuscript to be assigned to another Associate Editor.

STARTING of Peer Review Round 1.

6. Analyse the scientific quality of the manuscript and select at least two reviewers (Figure 1, (5)):

Home / User / Editor / Submissions / #908 / Review

#908 Review

[Summary](#) [Review](#) [Editing](#) [History](#) [References](#)

Submission

Authors Cristina L. M. Silva 

Title A test submission

Section - Education methods

Editor Cristina Silva 

Review Version 908-5757-1-RV.docx 2020-06-26

Upload a revised Review Version Nenhum ficheiro selecionado.

Supp. files None

Peer Review

Round 1

Editor Decision

Select decision Choose One

Decision None

Notify Author  Editor/Author Email Record  No Comments

Review Version 908-5757-1-RV.docx 2020-06-26

Author Version None

Editor Version None

Nenhum ficheiro selecionado.

7. Select from the list of IJFS reviewers:

Home / User / Editor / Submissions / #908 / Review / Reviewers

Reviewers

Select Reviewer

Reviewing interests ▼ contains ▼ **Search**

[A](#)
[B](#)
[C](#)
[D](#)
[E](#)
[F](#)
[G](#)
[H](#)
[I](#)
[J](#)
[K](#)
[L](#)
[M](#)
[N](#)
[O](#)
[P](#)
[Q](#)
[R](#)
[S](#)
[T](#)
[U](#)
[V](#)
[W](#)
[X](#)
[Y](#)
[Z](#)
[All](#)

[Enroll an Existing User As Reviewer](#) | [Create New Reviewer](#)

Name	Reviewing Interests	Done	Weeks	Latest	Active	Action
Mr. Himanshu .	cereals processing, Food Process Engineering, Food Technology, Food Byproducts Utilization, Dairy Technology, Food Science, food nutraceuticals	10	3	2020-04-16	1	Assign
Patricia Ababio	consumer awareness	0	9	2019-10-14	0	Assign
Dr. Alik Abakarov		2	5	2018-06-17	0	Assign
Dr. Ammar S. Abbas	Kinetic modelling	0	—	2019-07-29	1	Assign
Dr. Said Elshahat Abdallah	Agricultural Process Engineering & Postharvest Technology	0	10	2019-05-07	0	Assign
Dr. Heba Mahmoud Mohammad Abdel-Aziz	Beans	1	1	2019-10-30	0	Assign

On top of the page it is possible to search by name, email or reviewer interests.

8. Or enroll existing user

Home / User / Editor / Submissions / #908 / Review / Reviewers

Reviewers

Select Reviewer

Reviewing Interests contains

ABCDEFGHIJKLMNOPQRSTUVWXYZ **All**

|

Name	Reviewing Interests	Done	Weeks	Latest	Active	Action
Mr. Himanshu .	cereals processing, Food Process Engineering, Food Technology, Food Byproducts Utilization, Dairy Technology, Food Science, food neutraceuticals	10	3	2020-04-16	1	<input type="button" value="Assign"/>

Home / User / Editor / Submissions / Enrollment

Enrollment

Reviewing Interests contains

ABCDEFGHIJKLMNOPQRSTUVWXYZ **All**

Username	Name	Email	Action
<input type="checkbox"/> <input type="button" value="admin"/>	Braga, Miguel Ângelo	admin@iseki-food-ejournal.com	<input type="button" value="Enroll User"/>
<input type="checkbox"/> <input type="button" value="saroli"/>	Oliveira, Sara M.	lmoliveira@esb.ucp.pt	<input type="button" value="Enroll User"/>
<input type="checkbox"/> <input type="button" value="crisil"/>	Silva, Cristina L. M.	csilva@iseki-food.net	<input type="button" value="Enroll User"/>
<input type="checkbox"/> <input type="button" value="ferard"/>	Ferdodu, Ferruh	ferruhferdodu@ankara.edu.tr	<input type="button" value="Enroll User"/>

9. Or invite new experts to collaborate with IJFS as reviewers:

Home / User / Editor / Submissions / #908 / Review / Reviewers

Reviewers

Select Reviewer

Reviewing interests contains

ABCDEFGHIJKLMNOPQRSTUVWXYZ **All**

Name	Reviewing Interests	Done	Weeks	Latest	Active	Action
	cereals processing, Food Process Engineering, Food Technology, Food					

Home / User / Editor / Submissions / #908 / Create New Reviewer

Create New Reviewer

Salutation

First Name *

Middle Name

Last Name *

Initials

 Joan Alice Smith = JAS

Gender

Username *

The username must contain only lowercase letters, numbers, and hyphens/underscores.

☒ Send the user a welcome email containing their username and password.

Affiliation

(Your institution, e.g. "Simon Fraser University")

Email *

ORCID iD

URL

Phone

10. Request the reviewer:

#908 Review

[Summary](#) [Review](#) [Editing](#) [History](#) [References](#)

Submission

Authors Cristina L. M. Silva 

Title A test submission

Section - Education methods

Editor Cristina Silva 

Review Version **908-5757-1-RV.docx** 2020-06-26







Upload a revised Review Version Nenhum ficheiro selecionado.

Supp. files None

Peer Review

Round 1

[Select Reviewer](#) [View Regrets, Cancels, Previous Rounds](#)

Reviewer A	Cristina Silva	Clear Reviewer								
Review Form	None / Free Form Review	Select Review Form								
<table><tr><td>Request</td><td>Underway</td><td>Due</td><td>Acknowledge</td></tr><tr><td></td><td>—</td><td>2020-07-24</td><td></td></tr></table>			Request	Underway	Due	Acknowledge		—	2020-07-24	
Request	Underway	Due	Acknowledge							
	—	2020-07-24								

11. and send email – You can edit the message and define the time for the reviewer to return his/her comments

Home / User / Editor / Submissions / #908 / Review / Email

Send Email

To Cristina L. M. Silva <csilva@iseki-food.net>

CC

BCC

[Add Recipient](#) [Add CC](#) [Add BCC](#)

☐ Send a copy of this message to my address (csilva@iseki-food.net)

Attachments [Explorar...](#) Nenhum ficheiro selecionado. [Upload](#)

Subject [IJFS] Article Review Request

Body

Cristina L. M. Silva:

You are invited to review the above-mentioned manuscript that has been submitted for publication in the International Journal of Food Studies. I believe that you would be an excellent reviewer of the manuscript, "A test submission". The abstract is given below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site to indicate whether you will be able to complete this this review, as well as to access the submission and to record your review and recommendation. The web site is <https://www.iseki-food-ejournal.com/ojs/index.php/e-journal>

The review is due 2020-07-24.

If you do not have your username and password for the journal's web site, you

[Send](#) [Cancel](#) [Skip Email](#)

12. Check regularly the answers of the reviewers – the IJFS does not have automatic reminders:

Check if the reviewer accepted to do the review

Peer Review

Round 1

[Select Reviewer](#)
[View Regrets, Cancels, Previous Rounds](#)

Reviewer A	Cristina Silva	Cancel Request
------------	----------------	--------------------------------

Review Form
None / Free Form Review
[Select Review Form](#)

Request	Underway	Due	Acknowledge
2020-06-26	—	2020-07-24	

[Will do the review](#)
[Unable to do the review](#)

Editor To Enter
Upload review
Nenhum ficheiro selecionado.
[Upload](#)

13. Colour in the main menu indicate the status of the manuscripts:

1 - 31 of 31 Items

Notes

1. Highlighted items indicate action is required by an editor, labelled as follows:

¹ A Reviewer has been assigned but not notified by email

² All Reviewers have returned with their comments, but no decision is recorded

♦ Author has uploaded a revised manuscript

† Reviewer is overdue to confirm peer review invitation

◇ Reviewer is overdue to complete review






2. "Due" is filled in when reviewer accepts request to review; it displays number of weeks to review's due date or (-) weeks that it is overdue.

14. Analyse reviewers' comments (at least two revisions are required to make a decision) (Figure 1, (6)):

Peer Review

Round 1

Select Reviewer View Regrets, Cancels, Previous Rounds

Reviewer A	Pedro Lordelo Guimarães Tavares								
Review Form	IJFS Review Form								
	<table border="1"> <thead> <tr> <th>Request</th> <th>Underway</th> <th>Due</th> <th>Acknowledge</th> </tr> </thead> <tbody> <tr> <td>2020-04-26</td> <td>2020-04-27</td> <td>2020-05-24</td> <td>2020-05-25</td> </tr> </tbody> </table>	Request	Underway	Due	Acknowledge	2020-04-26	2020-04-27	2020-05-24	2020-05-25
Request	Underway	Due	Acknowledge						
2020-04-26	2020-04-27	2020-05-24	2020-05-25						
Recommendation	Resubmit for Review 2020-04-28								
Review Form Response									
Uploaded files	None								
Reviewer C	Loreta Basinskiene								
Review Form	IJFS Review Form								
	<table border="1"> <thead> <tr> <th>Request</th> <th>Underway</th> <th>Due</th> <th>Acknowledge</th> </tr> </thead> <tbody> <tr> <td>2020-04-26</td> <td>2020-04-27</td> <td>2020-05-24</td> <td></td> </tr> </tbody> </table>	Request	Underway	Due	Acknowledge	2020-04-26	2020-04-27	2020-05-24	
Request	Underway	Due	Acknowledge						
2020-04-26	2020-04-27	2020-05-24							
Recommendation	Decline Submission 2020-05-25								
Review Form Response									
Uploaded files	<div>867-5680-1-RV.pdf</div> <div>2020-05-25 Let author view file <input type="checkbox"/> Record</div>								




15. Acknowledge the reviewer

Peer Review

Round 1

Select Reviewer

View Regrets, Cancels, Previous Rounds

Reviewer A	Pedro Lordelo Guimarães Tavares			
Review Form	IJFS Review Form			
	Request	Underway	Due	Acknowledge
	2020-04-26	2020-04-27	2020-05-24	2020-05-25
Recommendation	Resubmit for Review 2020-04-28			
Review Form Response				
Uploaded files	None			
Reviewer C	Loreta Basinskiene			
Review Form	IJFS Review Form			
	Request	Underway	Due	Acknowledge
	2020-04-26	2020-04-27	2020-05-24	
Recommendation	Decline Submission 2020-05-25			
Review Form Response				
Uploaded files	<div>867-5680-1-RV.pdf</div> <div>2020-05-25 Let author view file <input type="checkbox"/></div> <div>Record</div>			

16. Take a decision on the manuscript: select from the menu and upload comments to the authors.

You should prepare a file combining all the suggestions and recommendations to the author, or justification for declining.

Editor Decision

Select decision	Choose One	Record Decision
Decision	None	
Notify Author	<input type="checkbox"/> Editor/Author Email Record <input type="checkbox"/> No Comments	
Review Version	867-5492-1-RV.doc	2020-03-16
Author Version	None	
Editor Version	None	
<div> <input type="button" value="Explorar..."/> Nenhum ficheiro selecionado. <input type="button" value="Upload"/> </div>		

17. Notify the authors (Figure 1, (7)):

Editor Decision

Select decision	Resubmit for Review	Record Decision
Decision	Resubmit for Review 2020-01-29	
Notify Author	<input type="checkbox"/> Editor/Author Email Record <input type="checkbox"/> 2020-05-02	
Review Version	<input type="radio"/> 714-4358-2-RV.docx	2019-08-21

According to the quality of the manuscript and the authors revision, there can be several rounds of peer review. Then, after the first peer review (Round 1), the Associate Editor (Figure 1, (7)) can accept the manuscript, rejected it, or return it to the authors again to start a second peer review (Round 2) (Figure 1, (8)).

After Authors return revised manuscript – analyse and decide if it is necessary to start a Peer Review Round 2 or if it can be accepted.

18. Start a Peer Review Round 2 (Figure 1, (9)) and follow similar procedure till the new decision (Figure 1, (12)):

Peer Review

Round 2

Select Reviewer

View Regrets, Cancels, Previous Rounds

Reviewer A

K. R. Jolvis Pou

Review Form

None / Free Form Review

Request

2019-08-21

Underway

2019-08-30

Due

2019-09-18

Acknowledge

2019-09-26

Recommendation

Resubmit for Review 2019-09-24

Review

No Comments

Uploaded files

714-5128-1-RV.docx

2019-09-24 Let author view file

Record

Editor Decision

Select decision

Resubmit for Review

Record Decision

Decision

Resubmit for Review 2020-01-29

Notify Author

Editor/Author Email Record 2020-05-02

Review Version

714-4358-2-RV.docx 2019-08-21

714-4893-3-ED.docx 2020-02-03

Author Version

714-4893-4-ED.docx 2020-02-03

19. Manuscript is in conditions to be accepted (Figure 1, (13)):

Select the decision, notify the authors, upload a clean final version and send for copyediting

Editor Decision

The screenshot shows the 'Editor Decision' interface. At the top, there is a 'Select decision' dropdown menu currently set to 'Accept Submission', and a red arrow points to a 'Record Decision' button. Below this, the 'Decision' section shows 'Revisions Required 2019-05-20 | Accept Submission 2019-07-15', with a red arrow pointing to the 'Revisions Required' text. The 'Notify Author' section shows an email record icon and the text 'Editor/Author Email Record 2019-07-15'. The 'Review Version' section shows a radio button and a file '509-3235-4-RV.docx' dated '2019-03-04'. The 'Author Version' section shows two radio buttons and files '509-4850-1-ED.docx' and '509-4850-2-ED.docx', both dated '2019-06-07'. The 'Editor Version' section shows three radio buttons and files: '509-3261-1-ED.docx' (2019-03-04), '509-3261-2-ED.docx' (2019-03-04), and '509-3261-3-ED.docx' (2019-07-15), each with a 'Delete' button. A red arrow points to the 'Send to Copyediting' button at the bottom left. Another red arrow points to the 'Upload' button in the file selection area, which also contains an 'Explor...' button and the text 'Nenhum ficheiro selecionado.'.

20. The manuscript is then taken care by the copyeditors and Layout Editors teams.