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STEP 2. JOURNAL POLICIES

1. DETAILS   **2. POLICIES**   3. SUBMISSIONS   4. MANAGEMENT   5. THE LOOK

Form Language | English |

To enter the information below in additional languages, first select the language.

2.1 FOCUS AND SCOPE OF JOURNAL

Enter a statement below, which will appear in About the Journal, that speaks to authors, readers, and librarians about the range of articles and other items which the journal will publish.

> The OSGeo Journal is a digital publication containing case studies, news, tutorials, project updates and more. With a general aim at promoting, highlighting and educating readers about open source geospatial applications in general, but also provides updates on OSGeo projects.

HTML can be used in textarea (for font size, color, etc.), with "returns" treated as `<br>`; HTML editor works with Firefox browsers.

2.2 PEER REVIEW

Outline the journal's peer review policy and processes for readers and authors, including the number of reviewers typically used in reviewing a submission, the criteria by which reviewers are asked to judge submissions, typical time taken to conduct the reviews, and the principles for recruiting reviewers. This will appear in About the Journal.

REVIEW POLICY

REVIEW GUIDELINES

The Review Guidelines provide reviewers with criteria for judging a submission's suitability for publication in the journal, as well as any special instructions for preparing an effective and helpful review.

REVIEW PROCESS

OJS supports two models for managing the review process. The Standard Review Process is recommended because it steps reviewers through the process, ensures a complete review history for each submission, and takes advantage of automatic reminder notification, and standard recommendations for submissions (Accept; Accept with revisions; Submit for review; Submit elsewhere; Decline; See comments).

Select one of the following:

🔘 **Standard Review Process**
Editors will email selected Reviewers the title and abstract of the submission, as well as an invitation to log into the journal web site to complete the review. Reviewers enter the journal web site to agree to do the review, to download submissions, submit their comments, and select a recommendation.

⭕ **Email-Attachment Review Process**
Editors send Reviewers the request to review with the submission attached to the email. Reviewers email editors their assent (or regrets), as well as the review and recommendation. Editors enter Reviewers' assent (or regrets), as well as the review and recommendation on the submission's Review page, to record the review process.

REVIEW OPTIONS

Review Time

The typical period of time allowed for reviews: [ ] weeks
Note: Can be modified during the editorial process.

Reviewer Reminders
Automated email reminders (available in OJS's default Emails) can be sent to reviewers at two points (while the editor can always email the reviewer directly as well):

☑ If reviewer has not responded to a review request within [5] days.

☑ If reviewer has not submitted a recommendation within [0] days after review's due date.

Reviewer Ratings

☐ Editors will rate reviewers on a five-point quality scale after each review.

Reviewer Access

☑ Enable one-click reviewer access.
Note: The email invitation to reviewers will contain a special URL that takes invited reviewers directly to the Review page for the submission (with access to any other pages requiring them to log in). For security reasons with this option, editors are not able to modify email addresses or add CCs or BCCs prior to sending invitations to reviewers.

☑ Reviewers will have access to the submission file only after agreeing to review it.

Blind Review

☐ Provide links to ENSURING A BLIND REVIEW on pages where authors and reviewers upload files.

2.3 PRIVACY STATEMENT