

From submission to final publication

- Flowchart -

No.	Process step	Responsibility
1.	Submission of the article	Author
2.	Pre-review of the article regarding relevance and content	Editor-in-Chief
3.	Passing on to Chief Managing Editor	Editor-in-Chief
4.	Search for and forwarding to 3 reviewers	Chief Managing Editor
5.	Receiving reviews and forwarding to Editor-in-Chief	Chief Managing Editor
6.	Feedback to the author, notes on necessary editing	Editor-in-Chief
7.	Editing by author and new submission to Editor-in-Chief	Author
8.	Examination by Chief Managing Director, if comments were edited adequately	Chief Managing Editor
9.	Decision: acceptance or re-submission	Editor-in-Chief
10.	Editing	Chief Managing Editor
11.	Quality check: final review	Quality Manger
12.	Feedback to authoring team	Editor-in-Chief
13.	Final approval by author	Author
14.	Layout	Chief Managing Editor
15.	Quality check: Cheking layout with manuscript	Quality Manager
16.	Publication on the journal's website Information (E-Mail) to author with link	Editor-in-Chief