

HAPPY SCHOOL A BI-ANNUAL MAGAZINE

Article Review Process

The document is developed in order that contributors, reviewers, and readers will better understand the article selection and publication process. The first step in evaluation process is an examination by the Academic Editor of articles submitted to the Magazine. The Academic Editor first tests the manuscript for the several criteria of subject scope, archival editorial style, topical importance, timeliness, relationship to prior publication, conciseness, and length. If it passes these first tests, the article is sent to a journal's Chief Editor with the most direct knowledge of the subject matter and of expert reviewers in the field. The Chief Editor then evaluates the article according to the same criteria and, in most cases, has the article sent to two or more reviewers in the field for confidential review. The review report form is designed both to encourage the reviewer's objectivity and to ensure the thoroughness of his or her evaluation. Considerable significance is attached to the review reports. Each reviewer is asked to judge the validity of the article and the extent of its advance beyond work previously published. The reviewer is asked also for advice concerning the specific merits and/or deficiencies of the article. However, the decision to publish, to require major revision before publication, or to reject for reasons cited lies first with the Chief Editor and ultimately with the Academic Editor. It takes a minimum of a month after receipt of the article to accomplish the evaluation and review steps discussed above.

If the article has been rejected or if extensive revisions have been requested that the contributor believes are incorrect or unwarranted, he or she is entitled to submit a point-by-point rebuttal to the Editor's statement of reasons and the reviewers' comments. The rebuttal then is analyzed by the Editors, and a final decision is made, although there may be a need for an additional review cycle. Contributors who revise their articles must make an effort to do so within the stated time period. A reviewer who feels strongly that a particular article should not be published may choose to write his or her criticism as a Comment. The contributor then will be allowed to write a closing response for publication in the same issue as the Comment. Formal acceptance will not occur until the contributor has complied with all of the revision requests (if any) made by the Chief Editor and has

prepared the article in the Magazine's archival style. After formal acceptance of an article, it will be scheduled for publication in a forthcoming issue, and the contributor will be informed of the tentative date. Depending upon the number of articles awaiting publication and projected size of issues, this may require that articles be scheduled an issue ahead. When feasible, articles will be published in the order of their original receipt. A file with galley proofs will be sent to contributors for correction and release approximately two weeks prior to publication. All contributors receive a complimentary electronic copy of the issue, in which their articles appear.