

PE&RS Manuscript Processing Procedures

- (1) Authors submit manuscripts to the Editor-in-Chief (EiC) via The [Editorial Manager](#)
- (2) The manuscript is assigned a tracking number (e.g. 25-001) and sends a letter of acknowledgment to the corresponding author by email.
- (3) The Editor-in-Chief performs an initial technical check of the paper on the formality. Manuscripts that do not comply with the [instructions to authors](#) may be sent back to authors to make the changes and reapprove. For example, the Editor-in-Chief may request the authors to remove their acknowledgment section to follow the double-blind review process. If the quality of the paper is below the PE&RS standard at the initial check or the paper falls out of the scope, the Editor-in-Chief may decide an early rejection.
- (4) The Editor-in-Chief assigns the paper to an Editor of Responsibility (Associate Editor or Editor-in-Chief). The Editor of Responsibility performs an initial quality check of the paper to decide if it merits a peer review, as a low-quality paper may be rejected without review. If positive, the Editor of Responsibility will select reviewers who are known to have expertise in the subject matter of the manuscript. Prospective reviewers are contacted and provided (via e-mail) with a copy of the abstract of the manuscript. Persons who agree to undertake reviews are emailed the manuscript and the review form.
- (5) The reviewer will receive an email before the deadline. The first email will be sent two weeks before and the second email will be sent one week before the deadline.
- (6) Reviewers are asked to make one of the following recommendations with comments:
 - Final acceptance – accept the paper without modification
 - Conditional acceptance – accept the paper subject to minor revision
 - Minor revision – reject the paper but inform the author that the paper will be reconsidered if it incorporates mandatory minor revisions.
 - Major revisions – The paper requires significant changes before it can be published.
 - Reject – reject the paper. The paper will not be reconsidered.
- (7) After all reviews are received, the Editor of Responsibility will judge the acceptability of the manuscript and forward the consensus recommendation and reviews to the Editor-in-Chief, who will make the final judgment and forward the recommendation and reviews to the author(s) via email. The decision will be either to:
 - Accept the paper without modification (or with minor non-mandatory modification)

- Accept the paper *conditionally* (subject to mandatory revision and subsequent review by the Editor)
- Reject the paper but inform the author that the paper will be reconsidered by the panel of referees if it incorporates mandatory revisions.
- Reject the paper (the paper is significantly flawed and will not be reconsidered).

(8) If a manuscript must be revised prior to acceptance or reconsideration by reviewers, it will be returned to the author with reviewers' comments and a request to complete the revision within 30 days of receipt by the authors. The Editor of Responsibility may recommend a paper for more than one revision; however, such a decision will consider the degree of effort necessary from authors to bring the manuscript to acceptable standards. The authors may request an extension of the deadline by writing a direct email to the Editor-in-Chief (perseditor@asprs.org)

Revision submission requires a response to each reviewer to be provided in the following format:

- All additions made to the paper must be in red colored text
- The author must address each reviewer's comment
- The author must indicate how each comment was addressed
- The author must state the line and page number where the comment was addressed/change was made.

(9) Manuscripts returned to authors for revision must be returned within:

- Major revision should be completed by the author and returned in three weeks
- Minor revisions should be completed by the author and returned in 10 days
- Conditional acceptance should be completed by the author and returned in one week