

All material published in the Journal *Man and Environment* undergoes peer review to ensure fair balance, objectivity, independence, and relevance to educational need. Following is the publication procedure. On and average the publication process requires 6-8 months.

The Journal does not charge any fees for processing of the articles and there are no publication charges.

### **Submission of the article**

Articles are accepted all the year round. The articles are not considered for a specific issue/year. As and when the procedure is complete, the articles are included in the next issue.

1. The article submitted following guidelines along with proper declaration (available in the guidelines) is registered in the office.
2. One of the assistant editors goes through the article to ensure that it is complete in all respects. The missing parts are immediately pointed out to the corresponding/first author by e-mail. Article complete in all respects is assigned the date of submission.

### **Peer review process**

1. The article is sent to two referees depending on the subject matter. Whenever needed the one/more than one editorial advisor(s) are consulted. The referees do not get to know the name of the author(s) or affiliations (s).
2. The referees are requested to evaluate the articles looking at the suitability of the content, style of presentation and the usefulness of the conclusions. The referees work in honorary capacity and do this as a service to the subject in addition to their professional and academic commitments. Hence, often it takes 2 to 3 months for getting their response.
3. The comments by the referees are passed on to corresponding/first author by e-mail for suitable modifications (as per suggestions). The corresponding/first author has following options.
  - (a) Agree with the suggestions and do necessary changes in the manuscript.
  - (b) Disagree with the suggestions and explain point by point the reasons for not accepting referee's comments. In such a case the editors look at the comments and the reply and take appropriate decision about inclusion of the article. In such case, the editors may take help of a third referee to resolve the issue.
  - (c) Disagree with the suggestions and withdraw the article.

### **Publication process**

The corresponding/first author of the article that is not recommended by the referees for publication is intimated accordingly.

Articles recommended by the referees are then discussed in the editorial meetings held periodically. Such articles are then edited and queued for publication in the upcoming issue. The final publication shows the date of submission, date of revision and the date of acceptance by the editors. Before actual publication,

articles are uploaded on the website as “Pre-prints” that can be viewed and are open to comments, objections or suggestions. The author gets a chance to view the suggestions and if felt necessary, may modify the article.