

# BRAZILIAN JOURNALISM RESEARCH

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journalism theory, research and criticism

## ARTICLE REVIEWING PROCESS — AUTHOR INFORMATION

\*All times are approximate and are given as a guide only

\*\* Changes may be made to this timeline if preprints are included in the assessment

Timeline	Step	Communication
Receiving the first version of the article  One week	All articles are received by the journal editors, who check to make sure the submission is complete and follow the magazine's guidelines.  An editor is designated to monitor submission	If the article does not meet the editorial line of the journal, the submission is filed and the author is notified.
Two weeks	Checks for plagiarism and is adapted to the <i>template</i> , performed by the editing secretary.	If plagiarism or self-plagiarism is detected, the article will be permanently rejected.  If the article has not been adapted to the template, the author will be informed of the corrections that must be made in the manuscript
Within one month	Article is reviewed by the editorial committee ( <i>desk review</i> ) in line with the following criteria: International scope; Methodological clarity; Originality; Quality and currentness of references; and Nature of descriptive or analytical research	If the article does not meet the criteria, the author will be notified and his/her submission will be archived.

**Articles accepted for review**

Within two months	The revisions are sent in and reviewed by the editorial staff. The articles may be: (a) Accepted but in need of minor changes; (b) Accepted but in need of major changes; (c) Required to be rewritten and resubmitted (d) Rejected	The editor responsible for submitting articles informs the author of the results of the review and sends them to reviewers.  For articles which have been accepted (but with minor or major changes needed), the author is required to make all necessary changes. The editor may also suggest further corrections.
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**Articles accepted with major changes needed**

Within two months	The author should send a new version of the article, having made all the necessary changes as suggested by reviewers.  The author must offer explanations for any changes not made.	The editor confirms receiving the new version of the article
Two weeks	The editor responsible checks if all changes were made and if the article is ready to be published. After checking, the editor may: (a) Accept the article for publishing and request a translation (b) Ask the author to make any remaining changes. (c) Reject texts which did not address the changes required by reviewers.	The editor responsible for submitting the article informs the author of the result of the review.  Editor in charge of final revision of originals and translation, if necessary.

<b>Articles accepted for publishing</b>		
Two weeks	The author must translate the text: into English (for articles originally written in French, Portuguese, or Spanish)	The editor confirms receiving the translation and informs the author on further proceedings
Within one month	The editor responsible collects all translations. The editor may: (a) Accept the translation; (b) Request that changes be made (as indicated in the text); (c) Request a new translation or a thorough revision of current translation.	Editor in charge informs author of the result of the translation conference
Within one month	The texts are reviewed. The editor sends reviewed text to authors.	The authors are asked to go over the textual changes suggested to the article.
Within one month	The editor checks if any further changes or additional information is needed	The editor responsible contacts the authors
<b>Publishing</b>		
Within one month	The editor-in-charge adds the article to the edition	The author is informed on the publishing date of article
Within eight months	The final proofs are sent to the author	The author is asked to make any final changes
Within two months	The article is published	The author is informed when article is published.