

BSSA ♦ Bulletin of the Seismological Society of America

GENERAL GUIDELINES FOR ASSOCIATE EDITORS

The *Bulletin of the Seismological Society* is a peer-reviewed journal. The editor, associate editors, and managing editor must work closely together to ensure that the review process is prompt, thorough, and fair. In brief, the Editor-in-Chief (EIC) assigns each new manuscript to an appropriate associate editor (AE). As AE, you are responsible for choosing referees, for reviewing referees' comments, for sending comments and advice to authors, for evaluating revisions, and for recommending acceptance or rejection. The EIC oversees the entire process and makes the final decisions regarding acceptance or rejection. The Managing Editor (ME) is responsible for overseeing the review/revision process, sending reminders to reviewers, AEs, and authors, and ensuring that the journal stays on schedule. The ME is also responsible for overseeing the post-acceptance production process that takes the papers from acceptance to publication. The ME and the editorial assistant are available to help you whenever necessary.

ONLINE-SUBMISSION SYSTEM

Submission, review, and revision are handled through Editorial Manager, an online submission system. Guidelines for using the online system are available at <http://www.seismosoc.org/publications/bssa/editorial/>

REVIEW PROCESS

Initial Check

When you take an initial look at a new manuscript, check to see if it should be rejected without reviews, or turned into a short note instead of an article, or vice versa. The EIC will check this during the initial review but is likely to miss some issues that you are better able to address.

Finding Referees

As AE, you decide who would be appropriate referees for a paper. Any suggestions made by the authors will be included in the first two pages of the manuscript file obtained from the online submission system, but you are not required to accept these suggestions. Steps for inviting reviewers are in the guidelines for using the online system. The default number of reviewers for articles is 2; for short notes, 1. You can add reviewers if you think a paper warrants it.

Tardy Reviews

Reviews are due within a month. The ME sends an initial reminder at the end of that month and continues sending reminders until the review is in. If a referee seems unlikely to send a review within a reasonable time, the AE must decide whether to rely on just one review or to find another referee. It is acceptable to use one review in certain cases, such as if a second review is overdue and the first review is comprehensive and objective.

Associate Editor Has Reviews In Hand

As you read the reviews, keep in mind that each paper should be evaluated on its scientific merit and clarity of exposition. The purpose of the review process is to determine whether the work

- is technically well done and appropriate for *BSSA*.
- can be improved in its technical content and in its presentation.

Associate Editor Requests Revision From Authors

You handle correspondence with the authors regarding revisions to their manuscripts. Only very rarely does a manuscript not require revision. A manuscript will generally need minor revision, revision with a written response to comments, or significant revision with a written response. Do not

put authors through a long revision process unless you think that the revised manuscript has a reasonable chance of becoming acceptable for publication. Require authors to shorten a manuscript when needed for clarity and understanding. Scrutinize the quality of figures and text, and suggest ways to improve the overall presentation. If you think that comments from a referee can be ignored, please explain your reasons to the authors. Remember when forwarding referees' comments to authors that the referees are kept anonymous unless they waive anonymity.

During the review/revision process, please keep in mind

Figure Quality. Please familiarize yourself with our art guidelines, which are available at <http://www.seismosoc.org/publications/bssa/authors/bssa-art-submissions.php>. Figures with more than 3 shades of gray will not reproduce well when printed. The same is true for complicated photographs with low contrast, figures with black background, poorly drawn maps and seismic record sections, and poor-quality or cluttered line drawings. Authors have the choice of publishing color figures online and gray scale in print. Authors who choose this option must prepare color figures that are acceptable in gray scale. **Look at the color choice symbol online. If you do not see a red circle with a 1 in it for the paper, then the authors have chosen the online-only color option. Please check the figures against the art guidelines to see if color figures will print well in gray scale, and check the figure captions to ensure there is no mention of color. Encourage authors to improve figure quality early in the revision process.**

Electronic Supplements. If you or the reviewers have suggested the addition of an electronic supplement, review it to ensure that it is indeed supplemental; the paper itself must not depend on the supplemental information. Guidelines for electronic supplements can be found at <http://www.seismosoc.org/publications/esupps.php>.

Manuscript In Revision

Authors should have a reasonable amount of time to revise their manuscripts. Papers should not be allowed to languish indefinitely, however. It is important to find the balance between the need for timely publication and the need for time to revise. In general, if the authors haven't submitted a revised manuscript within three months of receiving the review package, we ask if they plan to revise, and if so, when they think the revision will be completed. As AE, you are the most familiar with a manuscript and will have the best idea of whether we should give authors extra time to revise. Any paper that has been in revise status for a year or longer should be brought to the attention of the editorial office and the EIC. If it becomes necessary to reject a manuscript because of unreasonable delay, the EIC will write the letter to the author.

Associate Editor Receives Revised Manuscript

You have the option of sending a revised manuscript for a second review, either to the original referees or to new ones. The number of reviewers needed for a revision is up to you. If a revised manuscript could eventually become acceptable for publication were the authors to make additional efforts, you can ask for more revisions and more reviews of those revisions.

Associate Editor Decides to Accept or Reject a Manuscript

When you are satisfied either that the revision is acceptable for publication or that the paper will never be acceptable for publication in *BSSA*, please follow the guidelines for using the online system at <http://www.seismosoc.org/publications/bssa/editorial/>.

Manuscript Rejected or Accepted for Publication

Letters of acceptance or rejection are sent from the EIC. Please do not contact the author with information about acceptance or rejection. If a paper is rejected for publication, the EIC will write a personal letter to the author listing the reasons for rejection. Rejection letters are often difficult to write, so your written evaluation is essential to the EIC.

The EIC will generally agree with the recommendation of the AE. If there is a difference of opinion, the EIC will negotiate directly with the AE.