



EDITORIAL GUIDELINES

Members of the editorial team are expected to perform an initial review of articles submitted. The initial review is intended to assess suitability for publication alone, and is not intended to act as a form of preliminary peer review. Submissions should be reviewed by members of the Editorial Team, and one of three outcomes agreed upon:

- 1) Article accepted for peer review
- 2) Article needs amendments prior to peer review
- 3) Article rejected

Rejected articles should be given feedback detailing the reasons for rejection, setting out clearly why the article does not meet the requirements of the journal.

Articles requiring amendments prior to peer review should be expected to meet the requirements of a publishable article, but have problems that would significantly hinder the peer review process. Initial feedback should be focussed on preparing articles to a standard suitable for peer review.

Initial feedback must fit with the following criteria:

- Identifying any major methodological flaws or ethical issues that jeopardise the validity of the research.
- Ensuring articles are of an appropriate length for the journal.
- Correcting major problems of spelling and grammar that significantly disrupt reading.
- Correcting problems of sense that significantly hinder the argument of the article, requiring initial clarification from the author.

All feedback must be provided via the Editorial Feedback form.

Peer review

Anonymity of the peer review process is to be ensured by the editorial team through the anonymization of each article prior to peer review. Each article will be assigned a minimum of two peer reviewers, with the possibility of additional reviewers dependent on necessary subject expertise. Feedback from the peer review process will be compiled by the editorial team, ensuring all comments adhere to the peer review and editorial team guidelines. Feedback will be sent to contributors via the Editorial Feedback form.

Role of editors

- To provide initial evaluation of submissions to Seven Bridges, assessing suitability for publication.
- To provide initial editorial feedback to contributors if submitted work needs amendments before peer review.

- This process should be limited to: spelling and grammar, article length, obvious problems of sense that need further clarification. The process should ensure the article has the best chance of passing successfully through the peer review process.
- To manage the peer review process
- To collate peer review feedback on articles and provide additional editorial comments where necessary
- To maintain a professional, student-focussed presence for Seven Bridges

Editorial workflow

