

FLOWCHART FOR THE EDITORIAL PROCESS

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graph TD
    StartReview1[Start review] --> AE1[Associated Editor Action 3 or 6]
    AE1 --> Staff1[Staff]
    Staff1 --> Reviewers1[Reviewers]
    Reviewers1 --> Staff2[Staff]
    Staff2 -- Report --> AE2[Associated Editor Action 3 or 4]
    AE2 --> Staff3[Staff]
    Staff3 --> Authors1[Authors]
    Authors1 -- Author answer --> Staff4[Staff]
    Staff4 -- Author answer --> AE3[Associated Editor Action 3 or 5]
    AE3 --> Staff5[Staff]
    Staff5 -- Revisions Required --> Reviewers2[Reviewers]
    Reviewers2 -- Rejected --> Staff6[Staff]
    Staff6 -- Rejected --> AE4[Associated Editor]
    AE4 -- Rejected --> Staff7[Staff]
    Staff7 -- Rejected --> AE1
    Reviewers2 -- Approved --> Staff8[Staff]
    Staff8 -- Approved --> EditorInChief1[Editor-in-Chief]
    EditorInChief1 -- Inform --> Authors2[Authors]
    EditorInChief1 -- Proof --> EditorInChief2[Editor-in-Chief]
    EditorInChief2 --> AE5[Associated Editor]
    AE5 -- Final layout --> Staff9[Staff]
    Staff9 --> Authors3[Authors]
    Authors3 --> Staff10[Staff]
    Staff10 -- Finish --> EditorInChief3[Editor-in-Chief]
    EditorInChief3 --> AE6[Associated Editor]
    AE6 -- Publishing --> Staff11[Staff]
    Staff11 -- Published and inform --> Authors4[Authors]
    Authors4 --> Staff12[Staff]
    Staff12 --> AE1
    AE1 --> Staff13[Staff]
    Staff13 --> EditorInChief4[Editor-in-Chief]
    EditorInChief4 -- Rejected --> Staff14[Staff]
    Staff14 -- Inform --> Authors5[Authors - Article rejected]
    Authors5 --> StartReview1
    AE1 --> Staff15[Staff]
    Staff15 --> EditorInChief5[Editor-in-Chief]
    EditorInChief5 --> AE7[Associated Editor Action 2]
    AE7 --> Staff16[Staff]
    Staff16 --> StartReview2[Start review]
    StartReview2 --> Staff17[Staff]
    Staff17 --> EditorInChief6[Editor-in-Chief]
    EditorInChief6 --> Staff18[Staff]
    Staff18 --> AE8[Associated Editor]
    AE8 --> Staff19[Staff]
    Staff19 --> Reviewers3[Reviewers]
    Reviewers3 --> Staff20[Staff]
    Staff20 -- Report --> AE9[Associated Editor]
    AE9 --> Staff21[Staff]
    Staff21 --> Authors6[Authors]
    Authors6 -- Author answer --> Staff22[Staff]
    Staff22 -- Author answer --> AE10[Associated Editor]
    AE10 --> Staff23[Staff]
    Staff23 -- Revisions Required --> Reviewers4[Reviewers]
    Reviewers4 -- Rejected --> Staff24[Staff]
    Staff24 -- Rejected --> AE11[Associated Editor]
    AE11 -- Rejected --> Staff25[Staff]
    Staff25 -- Rejected --> AE1
    Reviewers4 -- Approved --> Staff26[Staff]
    Staff26 -- Approved --> EditorInChief7[Editor-in-Chief]
    EditorInChief7 -- Inform --> Authors7[Authors]
    EditorInChief7 -- Proof --> EditorInChief8[Editor-in-Chief]
    EditorInChief8 --> AE12[Associated Editor]
    AE12 -- Final layout --> Staff27[Staff]
    Staff27 --> Authors8[Authors]
    Authors8 --> Staff28[Staff]
    Staff28 -- Finish --> EditorInChief9[Editor-in-Chief]
    EditorInChief9 --> AE13[Associated Editor]
    AE13 -- Publishing --> Staff29[Staff]
    Staff29 -- Published and inform --> Authors9[Authors]
    Authors9 --> Staff30[Staff]
    Staff30 --> AE1
    AE1 --> Staff31[Staff]
    Staff31 --> EditorInChief10[Editor-in-Chief]
    EditorInChief10 -- Rejected --> Staff32[Staff]
    Staff32 -- Inform --> Authors10[Authors - Article rejected]
    Authors10 --> StartReview1
    AE1 --> Staff33[Staff]
    Staff33 --> EditorInChief11[Editor-in-Chief]
    EditorInChief11 --> AE14[Associated Editor Action 2]
    AE14 --> Staff34[Staff]
    Staff34 --> StartReview2
    StartReview2 --> Staff35[Staff]
    Staff35 --> EditorInChief12[Editor-in-Chief]
    EditorInChief12 --> Staff36[Staff]
    Staff36 --> AE15[Associated Editor]
    AE15 --> Staff37[Staff]
    Staff37 --> Reviewers5[Reviewers]
    Reviewers5 --> Staff38[Staff]
    Staff38 -- Report --> AE16[Associated Editor]
    AE16 --> Staff39[Staff]
    Staff39 --> Authors11[Authors]
    Authors11 -- Author answer --> Staff40[Staff]
    Staff40 -- Author answer --> AE17[Associated Editor]
    AE17 --> Staff41[Staff]
    Staff41 -- Revisions Required --> Reviewers6[Reviewers]
    Reviewers6 -- Rejected --> Staff42[Staff]
    Staff42 -- Rejected --> AE18[Associated Editor]
    AE18 -- Rejected --> Staff43[Staff]
    Staff43 -- Rejected --> AE1
    Reviewers6 -- Approved --> Staff44[Staff]
    Staff44 -- Approved --> EditorInChief13[Editor-in-Chief]
    EditorInChief13 -- Inform --> Authors12[Authors]
    EditorInChief13 -- Proof --> EditorInChief14[Editor-in-Chief]
    EditorInChief14 --> AE19[Associated Editor]
    AE19 -- Final layout --> Staff45[Staff]
    Staff45 --> Authors13[Authors]
    Authors13 --> Staff46[Staff]
    Staff46 -- Finish --> EditorInChief15[Editor-in-Chief]
    EditorInChief15 --> AE20[Associated Editor]
    AE20 -- Publishing --> Staff47[Staff]
    Staff47 -- Published and inform --> Authors14[Authors]
    Authors14 --> Staff48[Staff]
    Staff48 --> AE1
    AE1 --> Staff49[Staff]
    Staff49 --> EditorInChief16[Editor-in-Chief]
    EditorInChief16 -- Rejected --> Staff50[Staff]
    Staff50 -- Inform --> Authors15[Authors - Article rejected]
    Authors15 --> StartReview1
    AE1 --> Staff51[Staff]
    Staff51 --> EditorInChief17[Editor-in-Chief]
    EditorInChief17 --> AE21[Associated Editor Action 2]
    AE21 --> Staff52[Staff]
    Staff52 --> StartReview2
    StartReview2 --> Staff53[Staff]
    Staff53 --> EditorInChief18[Editor-in-Chief]
    EditorInChief18 --> Staff54[Staff]
    Staff54 --> AE22[Associated Editor]
    AE22 --> Staff55[Staff]
    Staff55 --> Reviewers7[Reviewers]
    Reviewers7 --> Staff56[Staff]
    Staff56 -- Report --> AE23[Associated Editor]
    AE23 --> Staff57[Staff]
    Staff57 --> Authors16[Authors]
    Authors16 -- Author answer --> Staff58[Staff]
    Staff58 -- Author answer --> AE24[Associated Editor]
    AE24 --> Staff59[Staff]
    Staff59 -- Revisions Required --> Reviewers8[Reviewers]
    Reviewers8 -- Rejected --> Staff60[Staff]
    Staff60 -- Rejected --> AE25[Associated Editor]
    AE25 -- Rejected --> Staff61[Staff]
    Staff61 -- Rejected --> AE1
    Reviewers8 -- Approved --> Staff62[Staff]
    Staff62 -- Approved --> EditorInChief19[Editor-in-Chief]
    EditorInChief19 -- Inform --> Authors17[Authors]
    EditorInChief19 -- Proof --> EditorInChief20[Editor-in-Chief]
    EditorInChief20 --> AE26[Associated Editor]
    AE26 -- Final layout --> Staff63[Staff]
    Staff63 --> Authors18[Authors]
    Authors18 --> Staff64[Staff]
    Staff64 -- Finish --> EditorInChief21[Editor-in-Chief]
    EditorInChief21 --> AE27[Associated Editor]
    AE27 -- Publishing --> Staff65[Staff]
    Staff65 -- Published and inform --> Authors19[Authors]
    Authors19 --> Staff66[Staff]
    Staff66 --> AE1
    AE1 --> Staff67[Staff]
    Staff67 --> EditorInChief22[Editor-in-Chief]
    EditorInChief22 -- Rejected --> Staff68[Staff]
    Staff68 -- Inform --> Authors20[Authors - Article rejected]
    Authors20 --> StartReview1
    AE1 --> Staff69[Staff]
    Staff69 --> EditorInChief23[Editor-in-Chief]
    EditorInChief23 --> AE28[Associated Editor Action 2]
    AE28 --> Staff70[Staff]
    Staff70 --> StartReview2
    StartReview2 --> Staff71[Staff]
    Staff71 --> EditorInChief24[Editor-in-Chief]
    EditorInChief24 --> Staff72[Staff]
    Staff72 --> AE29[Associated Editor]
    AE29 --> Staff73[Staff]
    Staff73 --> Reviewers9[Reviewers]
    Reviewers9 --> Staff74[Staff]
    Staff74 -- Report --> AE30[Associated Editor]
    AE30 --> Staff75[Staff]
    Staff75 --> Authors21[Authors]
    Authors21 -- Author answer --> Staff76[Staff]
    Staff76 -- Author answer --> AE31[Associated Editor]
    AE31 --> Staff77[Staff]
    Staff77 -- Revisions Required --> Reviewers10[Reviewers]
    Reviewers10 -- Rejected --> Staff78[Staff]
    Staff78 -- Rejected --> AE32[Associated Editor]
    AE32 -- Rejected --> Staff79[Staff]
    Staff79 -- Rejected --> AE1
    Reviewers10 -- Approved --> Staff80[Staff]
    Staff80 -- Approved --> EditorInChief25[Editor-in-Chief]
    EditorInChief25 -- Inform --> Authors22[Authors]
    EditorInChief25 -- Proof --> EditorInChief26[Editor-in-Chief]
    EditorInChief26 --> AE33[Associated Editor]
    AE33 -- Final layout --> Staff81[Staff]
    Staff81 --> Authors23[Authors]
    Authors23 --> Staff82[Staff]
    Staff82 -- Finish --> EditorInChief27[Editor-in-Chief]
    EditorInChief27 --> AE34[Associated Editor]
    AE34 -- Publishing --> Staff83[Staff]
    Staff83 -- Published and inform --> Authors24[Authors]
    Authors24 --> Staff84[Staff]
    Staff84 --> AE1
    AE1 --> Staff85[Staff]
    Staff85 --> EditorInChief28[Editor-in-Chief]
    EditorInChief28 -- Rejected --> Staff86[Staff]
    Staff86 -- Inform --> Authors25[Authors - Article rejected]
    Authors25 --> StartReview1
    AE1 --> Staff87[Staff]
    Staff87 --> EditorInChief29[Editor-in-Chief]
    EditorInChief29 --> AE35[Associated Editor Action 2]
    AE35 --> Staff88[Staff]
    Staff88 --> StartReview2
    StartReview2 --> Staff89[Staff]
    Staff89 --> EditorInChief30[Editor-in-Chief]
    EditorInChief30 --> Staff90[Staff]
    Staff90 --> AE36[Associated Editor]
    AE36 --> Staff91[Staff]
    Staff91 --> Reviewers11[Reviewers]
    Reviewers11 --> Staff92[Staff]
    Staff92 -- Report --> AE37[Associated Editor]
    AE37 --> Staff93[Staff]
    Staff93 --> Authors26[Authors]
    Authors26 -- Author answer --> Staff94[Staff]
    Staff94 -- Author answer --> AE38[Associated Editor]
    AE38 --> Staff95[Staff]
    Staff95 -- Revisions Required --> Reviewers12[Reviewers]
    Reviewers12 -- Rejected --> Staff96[Staff]
    Staff96 -- Rejected --> AE39[Associated Editor]
    AE39 -- Rejected --> Staff97[Staff]
    Staff97 -- Rejected --> AE1
    Reviewers12 -- Approved --> Staff98[Staff]
    Staff98 -- Approved --> EditorInChief31[Editor-in-Chief]
    EditorInChief31 -- Inform --> Authors
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Cover letter (CL)

- a. Full name, address, phone number and ORCID of all authors and coauthors (check ORCID).
- b. One paragraph remarking on the novelty and relevance of the work.
- c. Declaration of the integrity of the results submitted for publication.
- d. Declaration that the submitted manuscript is original, and its content has not been previously published and is not under consideration for publication elsewhere.
- e. Declaration that the people and institutions in this work consent to receive thanks for the contributions acknowledged.
- f. Declaration that the work contains no plagiarism, fabrication of research, falsification or manipulation of data.
- g. Declaration of conflict of interest between authors or any other conflict of interest.
- h. Information if some Artificial Intelligence tool has been used.
- i. Answered the questions about open review practices.
- j. AUTHORS CONTRIBUTIONS according to CRediT taxonomy.
- l. Declaration about Funding
- m. Information about data availability and how to access them.
- n. Declaration about use of human beings and/or animals in the research.
- o. Suggestion of five (5) suitable reviewers: full name, affiliation, email and country.
- p. Acknowledgements

Manuscript (MS)

- a. English is acceptable (English review is needed!).
- b. Abstract 170 words maximum.
- c. Keywords (3-5).
- d. Graphical abstract.
- e. Highlights (3-5 bullet points with 85 characters maximum including spaces).
- f. "No conceptual mistakes".
- g. SI units and correct abbreviations are used.
- h. Tables, equations, schemes, and figures are sequentially numbered.
- i. All items, subitems and sub subitems are correctly numbered and write with bold, and in italic when required.
- j. Words and sentences are written with italic along with the manuscript when required.
- l. References follow the journal's rules.
- m. Suspensions of some ethical issues.
- n. MS and CL come back to the authors (authors have **10 days**) or goes to peer review step.
- o. Editor-in-chief indicates the associate editor.

After action 6, the Editor-in-Chief has 7 days to accept or ask more information for authors/associate editor.

Action 2: What must the Associated Editor (AE) send the staff (5 days maximum)

- a. Suspensions of some ethical issues (notify the editor-in-chief) or use of AI without correct declaration.
- b. The list of at least 5 reviewers (Full name, email, affiliation, country and, if possible, phone number).

Action 3: Between two actions:

- a. Check if the invited reviewers accepted the invitation (**3 days**). If not, send a reminder via email and send a list to Staff with more reviewers. Staff send reminders for AE.
- b. Check if the reviewing deadline (1st round **21 days**) is soon and send an alert to reviewers (Staff makes this too).
- c. To find the e-mail address of the reviewer who has agreed to give an opinion, go to:
Submission ---> Users & Roles ---> Search ---> Type the reviewer's name
- d. For invited reviews: Use your reviewer list sent to staff.

Action 4: Receiving the reviews (minimum 2 - Round 1)

- a. Check that the authors have used the corrected version sent by the editor-in-chief after the Desk Review (suggestion: check that all references are cited correctly in the text and in the list of references).
- b. Read the review: observe if it contributes to improving the MS and is polite.
- c. If it is not polite, clean the review, maintaining its essence.
- d. If the review does not contribute or is too superficial (find another reviewer – **3 days**)
- e. Send decision to Staff (**5 days**).
- f. Send to authors (they have **45 days**) or recommend rejection in the present form (new submission possible).

Action 5: Receiving reviews (minimum 2 - Round 2 or more)

- a. Check that the authors have used the corrected version used in the 1st round.
- b. Reading the review: observe if it contributes to improving the MS and is polite.
- c. Check if the reviewing deadline (Round 2 or more **15 days**) is soon and send an alert to reviewers.
- d. If it is not polite, clean the review, maintaining its essence.
- d. Send decision to Staff (**5 days maximum**).
- e. Send it to authors (**30 days**) or recommend rejection in the present form (new submission possible).

Action 6: Receiving the reviews (minimum 2 - Round 2 or more)

- a. Read the review: observe if it contributes to improving the MS and is polite.
- b. If it is not polite, clean the review, maintaining its essence.
- c. Send decision to Staff (**5 days maximum**).
- d. Recommend acceptance or go to another round or reject.