

Editorial criteria and processes

We recommend reading this section prior to submitting your manuscript to *Passer*. In this section we explain editorial criteria for *Passer*, and we explain how our editors handle manuscripts between submission and acceptance for publication.

This document explain editorial process outline which involves in publishing an article in *Passer*, and how the journal handle manuscripts by editors between submission and publication.

Editorial processes are explained in Three stages:

- At submission
- After submission
- After acceptance

At Submission

Criteria for Publication

The publication criteria in *Passer* for scientific papers (Articles) are that they must:

- be original scientific research (conclusions, main results data) must not have been submitted or published or elsewhere
- be scientific importance

The papers publishing decision

The space for publishing in *Passer* each season is only 30 articles. Above than that number will be published in the next season issue.

Editorial board of *Passer* they outstanding scientists are employed by the University of Garmian, thus their decisions are unbiased, independent and quick. The criteria for editorial board it has been unified across different science branches. The judgement about accepting papers is going to be by *Passer's* editors, after receiving comments and suggestion from different referees.

Submitting an Article

Formatting guide section should be used by authors to ensure that the format, level, length, layout of tables and figures and any extra Supplementary Information, must fulfil the *Passer's* requirements that will reduce delays of the revision.

Manuscripts must be submitted through our online manuscript submission system.

After submission

After the submission of a new Article, the editorial board decides whether to send the article for peer-review. The director-in-Chief seeks advice from editorial colleagues related to the subject area seeks advice from them to reach the initial decision. Then, the choice of reviewer will be made by the editor who is related to subject area. Each manuscript must send to two referees at least.

Passer decides about submitted articles as soon as possible. It will process all submitted manuscripts electronically. *Passer* usually informs authors within 4 weeks if the article is not being considered. Most referees assigned to *Passer* they send their report within one month online. Then, the editors decide very rapidly after receiving of the reports.

When *Passer* receive referees' reports, editorial board offer the author one of the following options:

Decision	Further Change	Back to the referees	Further experiments or technical work	Authors can resubmit
Accepted	No	No	No	-
Accepted	Yes	No	No	-
Deferred	Yes	Yes	Yes	-
Rejected	No	No	No	Yes
Rejected	No	No	No	No

Appeals

After declining the paper to publish in *Passer*, the author can appeal against *Passer's* decision by writing, and the author should base on a scientific case.

After acceptance

- *Passer* has extremely limited space; therefore, manuscripts must format according to *Passers* requirements.
- After accepting a paper, it subedited to reach maximum clarity that increases the value of the articles. *Passer's* subeditor is able to help and guide authors about how to format their article.
- *Passer's* subeditor sends edited text to authors for approval. Subsequently, authors receive a PDF file for proof reading. After proof reading, *Passer* sends a link of the publication to the authors when it published.
- *Passer* distributes a news release summarizing and highlighting the content of the papers.