

Summary of Review Process

This document summarizes the general steps involved in getting an author's academic manuscript published in IJLLCE. Full information of the review process is available on our website at <http://ijllce.icsai.org>

1. Candidate Selection and Issuance of Offer Letter

The screening of conference papers and selection of journal candidates shall be performed by the IJLLCE editorial board on a monthly basis. Papers that have been sent for presentation at ICSAI.org conferences will be read and an invitation letter will be sent to the corresponding authors of the papers that have been chosen.

Authors are expected to reply before the deadline shown in the invitation letter if they agree to participate in the review process.

2. Peer Review

Upon receiving author's permission, the editor-in-chief will send an anonymous version of the manuscript to at least two reviewers for marking and feedback. The reviewers will return the same paper to IJLLCE along with marks and their recommendations.

At the end of this step, the author will be informed whether the manuscript has been accepted for the next stage of publication, requires further improvement or rejected.

If further amendment is required, the editor-in-chief will then return the paper together with the reviewer's comments to the author. The author will be given 2 weeks to respond and resend an improved version of the manuscript to the editor-in-chief. Rebuttals or explanations in response to reviewer comments may also be sent to the editor-in-chief within this period.

Failing to meet this deadline may cause the paper to be rejected.

3. Additional Review

Once received from the author, the editorial board will re-evaluate the amended manuscript to decide whether the manuscript is accepted for the next stage or if further adjustments are required.

If required, the paper could also be sent to a different referee for another round of review and consultation.

New comments will be sent to the author if further amendment is required. The author will have 2 weeks to respond to these comments before sending a new version of the manuscript to IJLLCE. Failing to meet this deadline may cause the paper to be rejected.

Upon receiving the amended paper, a final review will be performed internally by IJLLCE editors to decide whether the manuscript can be queued for publication in an issue of the journal.

4. Language Review & Editing

If the board's majority decision is to accept the manuscript for publication, an internal review will be performed on the language used in the paper.

The author will be requested to send the manuscript for proofreading and editing by a third-party if the paper is found to be below the required standard linguistically. IJLLCE offers an optional proofreading and language editing services at USD200 per paper.

5. **Publication Queuing**

If the paper passes this stage, an official letter of acceptance will sent to the author and the final version of the paper will be queued for publication in one of the issues of the journal. The final decision to publish in an issue lies exclusively with the IJLLCE editorial board.