

Manuscript review policies

1. Submission of the manuscript

The author sends the article to the magazine. This is done by electronic platform <https://revision.medigraphic.com/RevisionActMed/revistas/revista5/index.php>

2. Evaluation of the editorial office

The journal checks the article composition and layout against its author guidelines to ensure that it includes the required sections and style. At this time, the quality of the article is not evaluated.

3. Evaluation by the responsible editor

The responsible editor checks that the article is appropriate for the magazine and sufficiently original and interesting. If not, the article may be rejected without further review.

4. Invitation to reviewers

The responsible editor sends an invitation with the article to evaluate the person he believes would be the appropriate reviewer.

5. Response to the invitation

The reviewer considers the invitation based on experience, conflicts of interest, and availability. Then, accept or reject. By declining, you can also suggest alternative reviewers.

6. Review is done

The reviewer sets aside time to read the article several times. The first reading is used to form an initial impression of the work. The reviewer may reject the article if significant issues are found at this stage. Otherwise, you must build a detailed review point by point and send the review to the journal with a recommendation to reject or accept it; you can accept it for publication without corrections or with the indication of making minor or major corrections; the author must review the article and resubmit the corrected manuscript for reconsideration.

7. The magazine evaluates the reviews

The editor responsible for revising the work should consider it before making a general decision. If you have doubts, you can invite an additional reviewer before deciding.

8. The decision is communicated

The Editorial Assistant emails the author with the decision, including relevant comments from the reviewer. The comments are anonymous.

9. Next steps

If accepted, the article is scheduled for publication. If the article is rejected or returned for major or minor revision, the responsible editor must include constructive reviewer comments to help the author improve the article.

At this point, reviewers should also receive a thank you letter via email. The reviewer must receive and approve the new version if the article was sent for significant corrections. The editorial assistant will monitor the authors response since there is a possibility that the author has chosen not to make the modifications. The editor responsible will conduct the follow-up review only when minor changes are requested.